

Student Handbook

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Photography — Charlie Buchanan: page 33; Bernard J. Carpenter: pages 3, 4 (photo of Pres. Thomas K. Hearn Jr.); Susan Mullally Clark: pages 1, 4, 5, 7, 23, 24, 53, 59.

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The Handbook

Wake Forest Student Handbook 1991-1992

WAKE FOREST
UNIVERSITY

Published by the Division of Student Life

The Handbook

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Welcome to Wake Forest University!

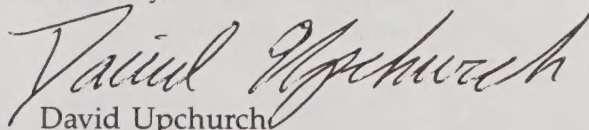
As we enter the 1991-1992 school year, I hope that you will take advantage of the opportunities provided by Wake Forest to broaden yourself academically, culturally, and socially. I encourage all students, both new and returning, to become involved in extracurricular life on campus. Involvement in campus activities will enhance your college experience by complementing and providing a balance to your academic life. Enrich your experience through interaction with faculty members and staff and through participation in Student Government, publications, Student Union, sports, residence life, religious organizations, Greek life, and other student activities.

The *Wake Forest Student Handbook* is a source of information which will increase your awareness of the activities, services, and facilities available to you. The handbook describes the leadership roles of students in the governance of University life. In addition, the handbook outlines various University expectations and the policies and procedures pertaining to such expectations. Please read through the contents to familiarize yourself with the handbook and save it for use as a reference throughout the year as questions about the University arise in daily life.

As Student Government president, I would like to remind students that the purpose of Student Government is to assist the student body in any way possible. Therefore, I encourage all students to voice their opinions, ideas or concerns to any of the student leaders.

I am sure you will find this year to be challenging and exciting, and I hope you will work hard to make the year successful. I wish you the best of luck for an academically and socially rewarding year at Wake Forest.

Sincerely,



David Upchurch
President, Student Government



Purpose, History, and Traditions

Wake Forest College is the undergraduate school of arts and sciences of Wake Forest University. It is the wellspring that provides the University's unique character. At a time when enlightened citizens perceive a bankruptcy of social values, Wake Forest's character deserves the close attention and affection of all students.

They will find a love of learning and realization that learning must be used to serve others. They will find an air of democracy where a reliable understanding of one's self — and of one's peers — can be pursued more easily. This sort of understanding is, of course, a lifelong process, but Wake Forest is a great stimulus to the admirable habit of trying to understand. They will find respect for matters of the spirit. They also will find teachers who are intelligent and compassionate.

The University has six constituent parts: two undergraduate institutions, Wake Forest College and the School of Business and Accountancy; the Graduate School; the School of Law; the Bowman Gray School of Medicine; and the Babcock Graduate School of Management.

The College and the Graduate School exhibit a greater attention to learning for its own sake, although learning's practical aspects are not dismissed.

Wake Forest honors the ideals of liberal learning, which entail commitment to transmission of cultural heritages; teaching the modes of learning in the basic disciplines of human knowledge; developing critical appreciation of moral, aesthetic, and religious values; advancing the frontiers of knowledge through serious and extensive research; and applying and using knowledge in the service of humanity.

Beginning as early as 1894 — sixty years after its founding — Wake Forest readily accepted an obligation to provide professional training in a number of fields. The first was law. Professional education at Wake Forest is characterized by a commitment to ethical and other professional ideals that transcends skill in specific fields.

Like the Graduate School, the professional schools are dedicated to the advancement of learning, and they are specifically committed to the application of knowledge to solving concrete problems of human beings. Thus, they enhance the University as a whole and contribute to the well-being of many.

Wake Forest was founded in 1834 by the Baptist State Convention of North Carolina. Although the ultimate decision-making authority lies with a privately-appointed Board of Trustees, the University has

profound respect for its religious heritage and is committed to translating that respect into service to all religious groups and to the world beyond Wake Forest.

Part of the official statement of purpose of the College says Wake Forest "seeks to educate together persons of both sexes and from a wide range of backgrounds — racial, ethnic, religious, geographical, socioeconomic, and cultural . . . Its residential features are conducive to learning and to the pursuit of a wide range of co-curricular activities. It has made a conscious choice to remain small in overall size; it takes pride in being able to function as a community rather than a conglomerate"

The University is increasingly recognized nationally. At the same time, it recognizes that it receives national attention, at least in part, because its earliest traditions make this a place that is vibrant, warm, stimulating, and full of promise.

You easily recognize the obvious traditions. From "rolling the Quad" to stealing the Derby Day mascot, from Founders' Day Convocation to graduation on the plaza, Wake Forest students take pride and have fun in preserving the past.

More important are the traditions of honor as outlined in the section on the honor system, the love of learning, an unusually strong spirit of friendliness, and a fierce spirit of independence. The religious tradition gives the University roots that ensure its lasting identity and branches that provide a supportive environment for a wide variety of faiths.

Again from the statement of purpose: "The Baptist emphasis upon revealed truth enables a strong religious critique of human reason, even as the claims of revelation are put under the scrutiny of reason. The character of intellectual life at Wake Forest encourages open and frank dialogue and provides assurance that the University will be ecumenical and not provincial in scope and that it must encompass perspectives other than the Christian. Wake Forest thus seeks to maintain and invigorate what is noblest in its religious heritage."

As you can see, Wake Forest is a diverse place, but its total personality encourages individual growth and concern for all people.

Race Relations

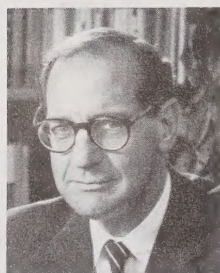
At the beginning of the 1990-91 academic year, President Thomas K. Hearn Jr. appointed an 18-member commission composed of students, faculty, and administrators to study race relations at the University.

Eight areas requiring action were identified by the commission. Those areas are: institutional statements; student, faculty, and administrative initiatives; curriculum development; orientation; recruitment and employment; athletics; international students; and long-range planning.

The commission's work concluded in April 1991. Thirty-nine recommendations are being studied to determine feasibility and to set implementation strategies.

Wake Forest University is committed to active promotion of healthy relations between majority-group students and students of color in our community. These efforts extend to faculty and staff relations as well. Results of the study commissioned by the president will begin to be implemented during this academic year.

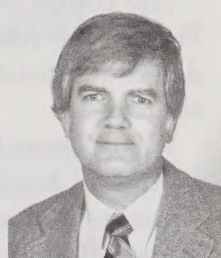




President
Thomas K. Hearn Jr.



Dean of the College
Thomas E. Mullen



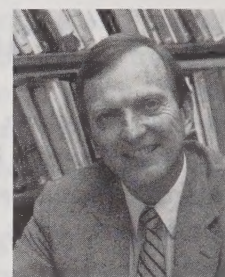
Associate Dean of
the College
Toby A. Hale



Associate Dean of
the College
William S. Hamilton



Associate Dean of
the College
Patricia A. Johansson



Dean of the School
of Business and
Accountancy
Thomas C. Taylor

People of Wake Forest

Students at Wake Forest care about life and learning. The more than 270 members of the faculty and the University's administrators want to help students get the most out of their college experience. Many faculty members get to know students outside the classroom by inviting them to departmental get-togethers or to their homes and by serving on joint student/faculty committees. Most faculty post their office hours early in the semester and are happy to talk with students about academic matters and other concerns and interests.

The opening convocation in the fall and the February convocation celebrating Founders' Day bring students, faculty, and friends together. Everyone is expected to attend, in the hope that the purposes which link the University community will be affirmed and renewed. Distinguished persons in various fields are invited to speak at these programs.

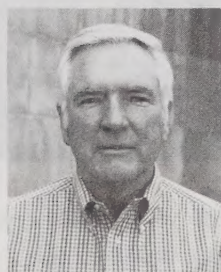
Most administrative offices are located in Reynolda Hall or the Benson University Center and are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Appointments are advisable when possible.

President Thomas K. Hearn Jr. provides the direction and focus that have improved student life programs in recent years. He is committed to a campus environment that encourages students to assume responsibility for their education — both in and out of the classroom. His administration encourages students to make responsible choices in the pursuit of

personal goals and to contribute to the campus community.

Office of the Dean of the College, 104 Reynolda Hall, 759-5311: The Office of the Dean of the College is responsible for the quality and integrity of the academic program of the College. It conveys the policies and decisions of the faculty of the College to students and assists students in approaching the faculty with particular academic requests. The dean's office works with individual professors in guiding students through academic probation. Acting for the Committee on Academic Affairs, it receives petitions from students for withdrawal, readmission, and course changes, along with questions about many other academic matters. On behalf of the Judicial Council, it receives appeals to that body. The office offers assistance to international students in dealing with their special concerns, and administers such standardized tests as the LSAT, GMAT, and MCAT.

Office of the Dean, School of Business and Accountancy, 215 Babcock Building, 759-5304: The dean's office of the School of Business and Accountancy carries out the School's policies and procedures necessary to admit majors, coordinate academic advising and recordkeeping, establish course schedules and faculty assignments, manage facilities and equipment, and interact with Wake Forest College and other offices of the University such as the Registrar, Career Services, and Admissions and Financial Aid.



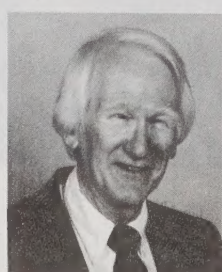
Coordinator of Vol-
unteer Service Corps
Henry Cooper



Director of
Student Union
Mary T. Beil



Director of
Minority Affairs
Ernest M. Wade



University Chaplain
Edgar D. Christman



Director of University
Counseling Center
Marianne A. Schubert



Director of Career
Services
William C. Currin



Vice President for
Student Life &
Instructional Resources
Kenneth A. Zick



Dean of Student
Services
Harold R. Holmes



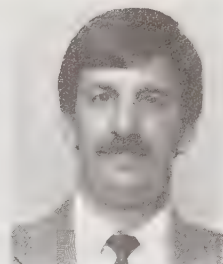
Director of Student
Development
Michael G. Ford



Director of Residence
Life & Housing
Dennis E. Gregory



Associate Director of
Residence Life &
Housing
Connie L. Carson



Associate Director of
Residence Life &
Housing
Daniel J. Bertsos

Division of Student Life

Wake Forest University is dedicated to the pursuit of excellence in the tradition of liberal learning — the improvement of both mind and character. Education in the liberal arts at Wake Forest is preparation for a way of life that honors the ideal of service to humanity.

In keeping with the University's mission, it is the purpose of the Division of Student Life to develop, implement, and evaluate programs that augment this ideal of education and, in particular, that foster the most salutary qualities of character. Since activities outside the classroom are a significant part of a student's education, the Division has a distinctive role to play in creating an environment that enhances both academic achievement and personal growth and development. Specifically, student life offices provide services to promote intellectual, cultural, social, vocational, physical, psychological, and spiritual growth and preparation for life outside the University.

Through its programs and services, the Division of Student Life is an integral part of education at Wake Forest. The Division shares with the faculty and other constituencies the conviction that all students must be treated with dignity and worth and be encouraged to take full advantage of all opportunities provided by the University.

Vice President for Student Life and Instructional Resources Kenneth A. Zick reflects these aims in his role as the students' advocate within the University's senior administration. The Division of Student Life reports to Zick, and his efforts have brought about many improvements in student services.

Office of the Dean of Student Services, 311 Benson Center, 759-5226: The dean of student services supervises the offices that comprise the Division of Student Life: Student Development, Residence Life and Housing, Campus Ministry, Student Union, Minority Affairs, Student Health Service, Health Education Program, University Counseling Center, Learning Assistance Program, and Career Services. He is responsible

for individual and group judicial affairs and discipline. Regular interaction with student leaders and committee responsibilities around student life issues are central to this position.

Office of Student Development, 311 Benson Center, 759-5921: The student development office provides various programs and services designed to promote the personal development of each student. The office helps plan and conduct new student orientation; advises fraternities, societies/sororities, and student organizations; coordinates the student leadership training programs; administers the University alcohol policy; administers the University policy on solicitation of sales and service on campus; coordinates the publication of the *Student Handbook*; and provides guidance and referral for all students.

Residence Life and Housing Office, 111 Davis Hall, 759-5185: The residence life and housing staff offers educational, social, and support services and programs for students living on campus and creates a residence hall environment which allows each student to develop individually and as a member of the community. The office also manages the thirteen residence halls (which house about 2,900 students), fourteen theme housing areas, a set of townhouses, and two student apartment buildings containing fifty-six apartments for undergraduate students. The office selects and trains resident advisers; provides educational programs; builds community involvement; promotes a safe and positive living environment; advises the Resident Student Association and the house councils; enforces University rules and regulations; provides guidance and referral services; manages the day-to-day operation of the residence halls; provides information about facilities and services; makes housing assignments; acts as liaison between tenants, the Physical Plant, the Department of University Security, and the Office of the Controller; participates in long range planning for the use and maintenance of housing facilities; and coordinates summer school housing and summer conferences.

Campus Ministry, 302 Wingate Hall, 759-5248, 759-5210: The campus ministry seeks to assess and address the religious needs of students, faculty, and staff. The University chaplain, Baptist, Episcopal, Lutheran, Methodist, Presbyterian, and Roman Catholic campus ministers, and a representative of the Intervarsity Christian Fellowship coordinate worship, study, fellowship, and service activities. The campus ministry holds weekly worship services at 11 a.m. on Thursdays; provides special services during Lent and Advent (the Lovefeast); advises students on developmental issues; sponsors work in local churches; advises students interested in graduate study or careers in church and service vocations; and counsels members of the Wake Forest community on a variety of personal concerns.

Volunteer Service Corps, 332 Benson Center, 759-5290: The Volunteer Service Corps seeks to broaden and enrich students' educational experience by helping them become a part of the volunteer community of Winston-Salem and surrounding areas. Students who need information about what projects are available and the commitment of time for many community service projects in Winston-Salem should contact Henry Cooper, coordinator. Areas of service include physical therapy, building houses, teaching reading, battered women, handicapped, Hospice, and Big Brother/Big Sister relationships. There are also special projects at Halloween, Thanksgiving, and Christmas.

Student Union, 335 Benson Center, 759-5697: The Student Union plans and promotes a wide variety of social and educational activities. The Student Union Program Council, composed of elected executive officers and committee chairs, provides an opportunity for students to work together and have fun as they manage projects and watch ideas take form. The organization has divisions which plan films, concerts, lectures, trips, dances, arts programs, and major campus events like Homecoming, Springfest, and Parents' Weekend. The Student Union also manages the Student Union Collection of Contemporary Art which is displayed throughout the Benson University Center. Membership on Student Union committees is open to all Wake Forest students.

Office of Minority Affairs, 317 Benson Center, 759-5227: The minority affairs office promotes the academic and personal growth and development of minority students through its various programs. The staff helps minority students to determine and assess their educational goals and academic skills; orients minority students to the culture of the institution; and

promotes and deepens each minority student's understanding of his or her own culture and heritage. Freshmen are particularly targeted through the Minority Assistants Program, for assistance in making the transition into the college community. The office staff also has primary responsibility for the identification and recruitment of minority students.

Student Health Service, Kitchin Hall, 759-5218: The Student Health Service promotes health education and the maintenance of a healthy lifestyle. A physician-directed medical staff offers urgent care, illness care, physical examinations, medications, counseling, limited psychiatric care, allergy injections, immunizations, gynecological services, laboratory tests, referral to specialists, and coordination of the health promotion program. A full staff is available during clinic hours: 8:30 a.m. to noon; 1:30 p.m. to 4:00 p.m. Monday through Friday. Appointments are encouraged. A limited staff is available for urgent and in-patient care 24 hours a day, 7 days a week, when school is in session during the academic year. The services of the staff are covered by tuition. There is a charge for medicines, laboratory tests, and some supplies and services.

Class Excuses

1. The Health Service does not issue statements or excuses for class attendance.
2. The dean's office is notified by telephone when a student is admitted to the campus hospital or a hospital in the city.
3. A written form will be given to the student when she/he is discharged from the campus hospital.
4. Verification of consultation in the Student Health Service may be obtained by faculty by telephone.

Health Insurance

All students must be enrolled in a health insurance plan throughout the school year. (See Student Health Insurance, page 59.)

Immunization/Health Information Summary

All students are required to have on file in the Health Service the *WFU Health Service Health Information Summary*. (See Immunization Policy, page 58.)

Inclement Weather

When the University is closed due to inclement weather, the Student Health Service will have limited staff and will be able to provide care only for injuries and urgent illnesses. Appointments will be rescheduled.

Retention of Medical Records

Routine student health records are retained for ten (10) years after the last treatment, after which time they are destroyed. Immunization records from 1986 entering students will be kept longer.

Health Education Program, 321 Benson Center,

759-5937: The health educator offers a variety of programs and services to students. Seminars and consultations on topics such as nutrition and weight control, stress management, alcohol education, human sexuality, contraception, and sexually-transmitted diseases are available for groups and individuals. The health educator also works closely with student groups such as P.E.A.C.E. (Peer Educators and Counselors), B.A.R.Tenders (Building Alcohol Responsibility), Safe Rides, and Deacons Against Drugs, which offer educational programs to house councils, Greeks, and other student organizations. The health educator maintains a resource room which houses information on a wide range of health-related topics. To obtain information on health issues or programs or to set up a private appointment, telephone or stop by the office.

University Counseling Center, 118-122, Reynolda

Hall, 759-5273: The University Counseling Center offers counseling, psychological testing, and consulting services to students, faculty, and staff. All services are confidential. The Center offers group and individual counseling to help students adjust to college life; resolve conflicts; improve relationships; choose majors; plan careers; change behavior (eating, drinking); manage stress; and learn coping skills (assertiveness,

relaxation). The Center provides psychotherapy and crisis intervention for students who are in distress; feeling suicidal, depressed, or anxious; with alcohol or other drug problems; or with other interpersonal difficulties. The Center handles emergencies in cooperation with the Student Health Service.

Office of Career Services, 8 Reynolda Hall, 759-5156:

The Office of Career Services (CS) offers a full range of career services, including career guidance; internship opportunities; full-time, part-time, and summer job vacancies; job placement for students in the College Work-Study Program; library resources; and a computer program which helps students identify career interests. Other services include workshops which teach resume writing, interviewing, and job search skills. Application materials for the LSAT, GMAT, GRE, and MCAT are available for those students interested in graduate or professional school.

The office maintains a file on each registered student to facilitate on-campus interviews and off-campus job searches. Approximately 200 prospective employers recruit Wake Forest seniors and graduate students through the CS office.

For undergraduates, an internship program connects students with learning experiences in the career fields of their interests.

CS office hours are 8:30 a.m. to 5:30 p.m., Monday through Friday. The office resources are available on a walk-in basis, and individual appointments may be made in person or by telephone.



Health Educator Natascha L. Romeo with a student

Honor System

The honor system is an expression of the University's concern that its students act with honor and integrity. It is an integral part of the Student Government of the College as adopted by the students and approved by the faculty. Its essence is that each student's word can be trusted implicitly and that any violation of a student's word is an offense against the whole community. The honor system obligates students neither to give nor receive unauthorized aid on academic work, to have complete respect for the property rights of others; to make no false or deceiving statements to another member of the University community, not to interfere with the procedures of the honor system, and to confront any student who has violated the honor system and to remind that student of the responsibilities dictated by the honor system. For a complete description of the honor system, please refer to the Constitution of the Student Government (Article IV, Section 3), page 31.

In the case of an honor system violation by a student who is crossregistered at either Salem College or Wake Forest University, the Honor Council on the home campus, where the student is enrolled, will conduct the hearing. Recommendations for penalties involving a course grade will be submitted by the Honor Council of the home campus to the Academic Affairs Committee at Wake Forest University or to the individual professor at Salem College.

Academic Life

Studies: You will soon learn that academic life takes precedence at Wake Forest. Although studying is most important, extracurriculars, such as concerts, plays, and involvement in student organizations, are also an important part of your education. Getting to know professors outside the classroom is another means of enriching your stay at Wake Forest and one which definitely should not be overlooked.

Studying will require more of your time than you ever thought possible. Self-discipline is a must, and making effective use of your time between classes is necessary. To help organize your time and prevent procrastinating, bring a calendar on which to mark all your major tests and papers. Finding a good, quiet place to study is important and not too difficult. The circulation hall and reserved book room of the library are open until 2:00 a.m., and designated classrooms stay open all night.

Common sense dictates the value of regular class attendance, effective notetaking, and reasonable study breaks. If you have trouble, help is available from the residence hall staff, the University Counseling Center, the Learning Assistance Program, and upperclassmen, professors, and deans. Please refer to the college bulletin for complete information on course requirements and offerings.

Libraries: The libraries of Wake Forest University support research in undergraduate education and in each of the disciplines in which a graduate degree is offered. The library collections include over 875,000 volumes housed in the Z. Smith Reynolds Library, and over 251,000 volumes distributed among the libraries of the law, management, and medical schools. These holdings are complemented by large microform and U.S. government documents collections. Special collections in specific subjects, such as nineteenth and twentieth-century British and American literature (the Charles H. Babcock Collection of Rare and Fine Books), and North Carolina Baptist history (the Ethel Taylor Crittenden Baptist Historical Collection), augment the research resources. The Z. Smith Reynolds Library is undergoing expansion and renovation, scheduled for completion by the end of 1991.

Computer Center: The Computer Center supports the instructional, research, and administrative needs of the University with three central site computers. A Hewlett Packard 3000 Series 70 system, used by the administration, has eight million bytes of memory and 1,142 million bytes of disk storage. The Prime 4150 is used primarily for instruction and research. It has 24 million bytes of memory and 1,840 million bytes of disk storage. A more recent acquisition, an AT&T 3B15/401 with 16 million bytes of memory and 1,340 million bytes of disk storage, provides a UNIX operating environment.

Computer languages available for academic computing include FORTRAN, FORTRAN77, BASIC, COBOL, C, Assembler, and Pascal. Statistical packages, such as SAS, SPSSX, BMDP, Minitab, and TSP, can be used for data analysis, forecasting, and financial modeling. Also available is the ORACLE relational database management system, which is compatible with industry and ANSI standards. Other software packages — TELLAGRAF, DISSPLA, and SAS/GRAPH — provide powerful graphics systems on the Prime. A graphics workstation with TELLAGRAF, DISSPLA, Harvard Graphics, LOTUS 1-2-3, and SIMSCRIPT/SIMGRAPH, a simulation and modeling package, is available. The workstation includes a six-pen plotter and a Polaroid

palette for making prints or slides of the screen contents.

In addition to the facilities at the central Computer Center, there are other computer systems on campus and connections to them from the Computer Center. Fibre optic cable links seven academic buildings to an AT&T Information Systems Network (ISN) in the Computer Center, through which the University's minicomputers are networked with an Ethernet connection. The Department of Mathematics and Computer Science operates a local area network which includes several Sun workstations and Apple Macintosh microcomputers; the Departments of Physics and Chemistry share two Convex mini super computers.

A data link with the Bowman Gray School of Medicine provides a microwave connection to the North Carolina Computer Network, the North Carolina Educational Computing Services (UNC-ECS), and a Cray supercomputer at the North Carolina Microelectronics Center. Through these connections, Wake Forest is on the Internet, which provides electronic mail and remote login and file transfer between Wake Forest and other universities worldwide, and direct access to other networks such as BITNET and NSFNET.

Wake Forest is a member of the Inter-University Consortium for Political and Social Research (ICPSR) located at the University of Michigan. Membership in ICPSR provides faculty and students with access to a large library of data files, including public opinion survey, cross-cultural data, financial data, and complete census data. Summer programs at the University of Michigan are also available through ICPSR. Wake Forest is also a member of the Corporation for Research and Educational Networking (CREN) and EDUCOM.

Four microcomputer labs are available for general student use. Each lab has a combination of Apple Macintosh and Zenith computers, a dot-matrix printer, and a letter-quality printer, all connected via Apple Talk network. The labs are located in Poteat residence hall, Luter residence hall, Wingate Hall, and in an area called "Vegas" between Johnson and Bostwick residence halls. Poteat, Luter, and Vegas are open 24-hours a day. Students who need access to the computer labs should request permission from the Computer Center, and University security will issue access cards. Printers are available in the Student Union and the Computer Center. Some individual departments on campus have their own microcomputer clusters for their major students, containing software specific to their discipline.

International Studies: The Office of International Studies (OIS) (A-106 Tribble Hall) has as its primary objective to coordinate, publicize, and strengthen International Studies at the University. More specifically, it helps students evaluate and choose Wake Forest or non-Wake Forest study-abroad programs which are best suited to their interests and academic needs. For non-Wake Forest programs, permission must be obtained from the office before credit can be granted. The OIS also administers certain modest scholarship funds for study abroad. The OIS has developed new Wake Forest study-abroad programs such as those recently created in China and Japan. An interdisciplinary International Studies minor was created in 1987, and the program is administered by the OIS. The office also provides assistance and information to students interested in careers in international studies.

Women's Studies: At Wake Forest, Women's Studies (A-106B Tribble Hall) is a part of today's well-established academic inquiry which recognizes gender as a factor shaping creativity, Western intellectual traditions, contemporary political issues, and the forces of social change. Women's Studies is reconstructing the questions that underlie many academic disciplines. The program is an interdisciplinary pursuit that includes offerings in art, biology, classics, history, languages, literature, music, politics, psychology, religion, sociology, and speech. A minor in Women's Studies complements coursework in any major.

Women's Studies offers a variety of ways to fulfill the program's philosophy of activism outside the classroom: the Women's Issues Group, a lecture series that brings four to six nationally respected speakers to discuss significant current research in gender studies, and an internship-for-credit program with Rape Response, NOW, the YWCA, the Shelter for Battered Women, and the Winston-Salem Council on the Status of Women. Women's Studies co-sponsors public events with minority affairs, Women in Law, Women in Business, Women in Science, Writers Reading, and International Studies. A newsletter, informing readers of scholarly developments, programs, and the semester's calendar of events, is published twice a year.

The Writing Center: The basic mission of the Writing Center (123 Reynolda Hall) of the Department of English is to insure that all Wake Forest undergraduates write at an acceptable level of competency for college work in any major field. The center also helps those students who write adequately to make their writing even more effective. All work in the center is offered on a one-to-one

tutorial basis by graduate assistants and a number of outstanding undergraduates, under the supervision of a full-time director, who is a member of the English department. The help available to students ranges from review of basic grammar and paragraph development to organization and presentation of whole essays. All tutors are familiar with the honor code, and they never offer any help which would violate it.

Program of Academic Support Services: The Program of Academic Support Services (PASS) (123 Reynolda Hall) coordinates the services offered by the Writing Center of the English department, the Learning Assistance Program, and Athletic Tutoring. It offers, in cooperation with the Department of Mathematics and Computer Science, help with basic mathematics, including Mathematics 105 and tutorial help. It helps students in any department to get appropriate tutorial help for their courses. In general, the mission of PASS is to help any student who needs any kind of academic assistance and support.

Learning Assistance Program: The Learning Assistance Program (East Lounge, 117 Reynolda Hall) of the University Counseling Center provides study skills training and academic counseling. Students can learn to read critically, take notes effectively, manage their time, improve their motivation, increase their reading speed, and prepare for tests. Assistance is provided through counseling, computer-assisted instruction, and tutoring.

Student Life

Student Government: The Student Government acts as the primary link between the students and faculty and administration, and formulates and carries out policies which meet the needs of the student body. Composed of executive, legislative, and judicial branches, Student Government leads the student body and represents the interests of all students. The student member of the Board of Trustees represents students at the Trustees' meetings.

The Student Government president is David W. Upchurch; speaker of the house is Chris G. Baugher; secretary is Jill H. Weiskopf; and treasurer is Rod P. Webb. Student Government offices are in 304 Benson Center.

The Student Government enacts legislation and recommends policies which address issues important to students. Among its concerns are social policies, academic programs, campus improvement, aid to stu-

dent organizations, and continued evaluation of the judicial system. The president, through his or her agenda, and the other executive officers set goals for the year based on these concerns. They also respond to changes in the University community and consider the ways in which these developments affect student life. Student Government also provides special services such as interest-free loans and coordination of student legal counseling.

The legislative branch, whose members are elected from each residence hall and from off-campus, represents the entire student body. The judicial branch of Student Government consists of the Honor Council and the Judicial Board. Violations of the honor system, most often academic in nature, are dealt with by the Honor Council which consists of a chair (Allison K. Overbay), vice chair (A. Elizabeth "Betsy" Brakefield), and three members from each class. Violations of University rules and regulations, most often social in nature, are handled by one of the following: (1) Judicial Board, (2) Case Referral Panel, (3) Group Advisory Panel, (4) administrative hearing officer, (5) director of residence life and housing, or (6) Traffic Appeals Board. The Judicial Board consists of two co-chairpersons and twelve additional members from the sophomore, junior, and senior classes. The co-chairs are Shelley G. Hale and Charles R. Lambert Jr.

The Case Referral Panel is composed of three people: one of the student co-chairs of the Judicial Board, one of the faculty advisers to the Judicial Board, and the dean of student services or his designate.

All students are encouraged to become involved in Student Government. Elections for the legislature and freshman positions are held in the fall. The executive officers and judicial branch are elected in the spring.

Student Organizations: Chartered organizations within the Wake Forest community are those which have been officially recognized by the faculty. Recognition is granted on the basis of a group's proposed intent and perceived ability to serve the interests of the academic community in a manner consistent with the University's purposes. Continuation of recognition is dependent upon the fulfillment of intent and demonstrated ability to abide by the organization's constitution and the University's purposes. Further, recognition does not imply that the University endorses the policies or sponsors the activities of a chartered group, nor does the University assume liability or legal responsibility for the actions of any chartered group. Recognition of a group does not deprive the University of any of its rights to act for the welfare of the community. For further information regarding the

chartering of a new student organization, contact the director of student development, 311 Benson Center.

Fraternities/Sororities/Societies

Alpha Delta Pi. Newly established at Wake Forest, this oldest national women's sorority is based upon the ideals of friendship, leadership, and service.

Alpha Kappa Alpha. A national Pan Hellenic Council group. Purpose is to encourage high scholastic and ethical standards and promote unity and friendship among college women.

Alpha Phi Alpha. A service fraternity whose motto promotes scholarship, worthy deeds and love for all mankind.

Alpha Sigma Phi. This fraternity strives for a well-rounded college experience by encouraging students in both the academic and social environments.

Chi Psi. At Wake Forest, the local chapter is just beginning a tradition of excelling in moral, social, and academic life that has been established by the national brotherhood.

Delphi Society. Started in the spring of 1985, it stresses the closeness of its sisters and their responsibility to the community.

Delta Delta Delta. A national women's fraternity whose purpose embodies friendship, character development, and moral and intellectual excellence.

Delta Kappa Epsilon. Recently recognized at Wake Forest, the fraternity has provided a legacy of strong student leadership during its twenty-year history.

Delta Sigma Phi. This fraternity emphasizes scholarship, leadership, and brotherhood and is outstanding in service activities and social events.

Delta Sigma Theta. The first Pan Hellenic Council group whose sisterhood prides itself on academic achievement, social enrichment, and philanthropic service.

Fideles Society. The purposes of Fideles are to enjoy sisterhood bonds and to participate in an organization in which individual talents can be fully utilized.

Kappa Alpha. In 1881, it was established as the first fraternity on campus and is committed to the highest ideals of the Southern tradition.

Kappa Sigma. A fraternity that promotes academic excellence, brotherhood, and social interaction and is distinguished for being the highest contributor to the Brian Piccolo Cancer Fund.

Lynks Society. It was founded on the belief that each member is allowed to excel at her own endeavors and through unity, to actively participate in many enriching group experiences.

Pi Kappa Alpha. Founded upon the ideals of loyalty and brotherhood, this fraternity continues to be a vital force at WFU with its involvement in social and service activities.

Sigma Chi. This fraternity promotes friendship, justice, and learning through academics and athletics and by community service projects, including Derby Week.

Sigma Nu. It is a unique fraternity composed of a diverse group of men who participate actively in all aspects of campus and community life.

Sigma Phi Epsilon. One of the largest fraternities on campus which stresses a strong bond of brotherhood through the diversity of its membership.

Sigma Pi. A close-knit fraternity committed to the development of the whole person.

S.O.P.H. Society. It is active in many aspects of campus and community life and encourages leadership and scholarship in all its sisters.

Strings Society. It is the oldest society on campus composed of a diversified group of women who join in many social and service projects.

Tau Kappa Epsilon. The fraternity promotes the qualities of love, charity, and esteem within its membership and encourages responsibility and leadership within the Wake Forest community.

Theta Chi. It promotes closeness within the brotherhood and participates actively in social and service projects.

Thymes Society. It has a place for each member's special energies and talents through social, athletic, and service projects.

Governance

Honor Council. It is composed of representatives from each class who investigate and try cases involving violations of the honor code.

House Councils. These are the governing bodies of the individual residence halls that provide extensive social, educational, and recreational programming for their respective constituencies.

Interfraternity Council. All fraternities recognized by the faculty are members of this council. It coordinates rush activities, Greek Week, Brian Piccolo Cancer Fund Drive, community service programs, leadership training, social events, and Greek intramurals.

Intersociety/Sorority Council. Composed of members from all societies and sororities, it coordinates all intersociety/sorority events, including rush and Greek Week.

Judicial Board. Students review and hear violations of the student code of conduct.

Resident Student Association. An organization dedicated to promoting residence life on campus that is also responsible for planning many campus activities and programs.

Honoraries and Academic

Accounting Society. An organization dedicated to bringing interested students into contact with members of the accounting profession in order to learn about opportunities and timely issues in accounting practice.

Alpha Epsilon Delta. AED is the pre-health honor society and brings together students who are interested in the health professions including veterinary medicine, physician assistant, medical technology, dentistry, and medicine.

American Society for Personnel Administration. An organization for students who are interested in business, particularly management.

Anthony Aston Players. Students become members through a point system based on their involvement in WF theatre and attendance in theatre classes.

Anthropology Club. This club promotes the study of anthropology for interested students.

Beta Beta Beta. A chapter of the National Biological Honorary Society.

Circolo Italiano. An organization for all students interested in the study of the Italian language and culture.

Communications Association. The newly-established group provides interested students with information concerning the fields of communication, rhetoric, radio, TV, and film.

Dance Company, The WF. Applications accepted through auditions and the company performs one major concert during the spring semester.

Delta Phi Alpha. The national German honor society which plans social and scholarship activities.

Eta Sigma Phi. The classics honor society which fosters the study of classics.

French Club. The club facilitates the practice of the French language and encourages interest and learning of French culture, civilization, and history.

Hispanic Club. The newly-established club increases the awareness of the Spanish and Latin American language and culture through special activities and programs.

Lambda Alpha. It is the anthropology honor society.

Literary Society, The. It is for those who are interested in language and thought and who are concerned with the development of students and faculty and their ideas.

Marketing Society, The. The purpose is to advance the profession of marketing among WFU students through involvement in marketing projects and association with professional marketers on and off campus.

Mortar Board. A senior honor society based on leadership, scholarship, and service.

Omicron Delta Epsilon. It is the national honor society in economics.

Omicron Delta Kappa. Members are in the top 35 percent of their class. Selection is based on outstanding leadership.

Pi Sigma Alpha. It is a chapter of the National Honor Society in politics.

Politics Club. It provides a forum and a focus for student political interests and activities.

Pre-Law Society. Its purpose is to provide undergraduates with the information necessary to make informed decisions about choosing law as a career.

Russian Club. A club whose purpose is to stimulate scholarship and interest in the Soviet Union, its people, culture, languages, history, economy, and political system.

Sociology Club. It provides opportunities for students to learn more about sociology and career choices in the field.

Media and Publications

Howler. It produces the annual Wake Forest yearbook.

Old Gold and Black. The student staff acquire journalistic experience through the production of this weekly campus newspaper.

Student Magazine, The. It publishes two magazines per year which provide an outlet for creative literary and photography talent for University students.

WAKE Radio. Wake Radio is a cable FM, information-oriented, alternative radio station whose sole purpose is to serve the student body.

Religious

Baptist Student Union. Membership is open to students of all denominations who are committed to growth in their Christian faith.

Black Christian Fellowship. It is a non-denominational organization whose purpose is to serve God and help

members become better workers for Christ.

Catholic Student Association. Its purpose is to meet the needs of Catholic students, faculty, and staff on campus.

Episcopal Student Union. It provides an opportunity for students to enjoy the richness and diversity of the Episcopalian Church.

Fellowship of Christian Athletes, The. It consists of students who have an interest in athletics and a common faith in God.

Gospel Choir, WFU. It is open to all members of the Wake Forest community and is dedicated to uplifting God's name in song.

Intervarsity Christian Fellowship. It is an interdenominational Christian Fellowship whose purpose is to encourage and challenge students to go deeper in their relationship with Christ.

Lutheran Fellowship. It provides an opportunity for growth and community for Lutherans and other students.

Miracles Dimension. A Christian singing group whose goal is to share the Christian faith through music.

Wesley Foundation. It provides a Christian community in which there are opportunities for growth and maturity in the faith.

Service

Alpha Phi Omega. A national coed service fraternity founded on the three cardinal principles of leadership, friendship, and service.

Habitat for Humanity. An international organization which builds houses in partnership with God's people in need.

Harbinger Corps. Students committed to strengthening the University's admissions process through campus tours, minority recruitment, and follow-up contacts with prospective students.

P.E.A.C.E. (Peer Educators and CounsElors). The group represents a broad spectrum of students and serves the campus through wellness activities, informal counseling, and educational programming.

PREPAR. (pronounced "prepare") It is the policy group on rape education, prevention, and readiness. This group was organized to address the problem of date and acquaintance rape which faces college campuses nationwide.

Safe Rides of Wake Forest. A new student organization committed to addressing the problem of drinking and driving through education and shuttle service.

Student Alumni Council. Its purpose is to stimulate the interest and participation of undergraduates in the progress of the University and to further the loyalty among current students, prospective students, and alumni.

Student Union. A diverse and creative group that plans and produces over 300 social, recreational, cultural, and educational programs each year for the Wake Forest community. Based in the Benson Center, the three major Student Union divisions of entertainment, cultural events, and special events involve many students in the planning and execution of these activities and events.

Students Against Multiple Sclerosis (SAMS). The campus chapter of the national organization to help fight multiple sclerosis.

Volunteer Service Corps. Clearing house to help identify student volunteers and match them with local community service agencies.

Special Interest

Amnesty International. The campus chapter of the international organization dedicated to protecting human rights worldwide.

Asian Student Union. A new student group that seeks to stimulate interest and understanding of Asian culture within the Wake Forest community.

Black Student Alliance. A service and social organization whose purpose is to promote respect, unity, dignity, and recognition of black students.

College Democrats. They advance the principles and ideals of the Democratic party and aid local and statewide Democratic candidates.

College Republicans. They encourage students to become involved with the Republican party and its local, state, and national leadership and program.

E.C.O.S. Environmentally Concerned Organization of Students is a newly-formed group to raise environmental awareness in the Wake Forest and surrounding communities.

International Club. It provides an opportunity for students to learn about and understand different cultures, in addition to meeting international students.

Model United Nations Society. Newly-formed group to afford Wake Forest students a forum for discussion and analysis of events in the international arena by participating in model international organizations, such as the United Nations, and the North Atlantic Treaty Organization, on the local, national, and international levels.

NC Student Legislature. Through citizen participation, it provides an opportunity for interested students to learn more about the issues that face us — our state, country, world.

Students Against Apartheid. Main objectives are the stimulation of interest in political issues concerning South Africa and the creation of positions on ways of eliminating apartheid.

Sports and Recreation

Athletic Association, The WF. It represents all 16 athletic teams and coordinates the cheerleaders and band.

Club Hockey Team. A new club group that promotes the sport of ice hockey through a close association with the Winston-Salem Thunderbirds.

Equestrian Club, WF. It competes with colleges from North Carolina and Virginia for the beginning and advanced rider.

Intramurals. This office is in charge of organizing student athletic teams which will compete against each other throughout the year in a variety of sports.

Karate Club. It provides for the teaching of karate on all levels and is open to all faculty, staff, and students.

Lacrosse Club. This club is open to students with an interest in the sport, and it competes against other local and regional club teams.

Rugby Football Club, WF. The club is open to everyone, and it offers students a chance to compete with other schools at a level of competition between intramural and varsity.

Sailing Club. A new club group that promotes the sport of yacht sailing with yachting and regatta activities.

Scuba Club. The club is open to all students and faculty and provides diving trips on school holidays.

Wilderness and Mountaineering Club. A club whose members seek a greater awareness of and appreciation for nature through diverse outdoor activities and programs.

Women's Soccer Club, WF. The club competes against other N.C. women's teams and does not require experienced players.

Women's Tennis Club. The club provides an organized recreational outlet for female students who wish to compete in tennis at the club level against club teams at other colleges and communities.

The Benson University Center: The Benson University Center, which opened in the fall of 1990, provides a common home for the Wake Forest family. It wel-

comes students, faculty, staff, parents, alumni, and guests. The center's programs and services foster the University's educational mission. All areas of personal growth are encouraged and supported with its varied facilities which include conditioning, weight training, aerobics/karate/dance rooms, showers and lockers, a 210-seat snack bar, coffeehouse, film auditorium, TV lounge, student organization offices and cubicles, student organization workrooms, a main lounge area, a large multi-purpose room, meeting rooms of various sizes, a meditation room, student publications, and WAKE Radio.

International Students: During the 1990-1991 academic year, Wake Forest University had 120 international students, representing 35 different countries, enrolled in the undergraduate and graduate programs. Some special services are provided for foreign students to help them feel a part of the college community.

- The Student Ambassadors are volunteers, both international and American, who assist new international students, particularly during the first few weeks of classes, to settle in and adjust to Wake Forest campus life.
- The Wake Forest International Club sponsors social and educational programs throughout the academic year, in order to promote better understanding and mutual enrichment among people with different cultural backgrounds. Membership is open to both international and American students.
- Through the Community Connection program, the Office of the Dean of the College helps to pair up international students with faculty and staff families, so that international students can have a "home away from home" in Winston-Salem.
- The International House is a part of the theme house program which offers an opportunity for international and American students interested in different countries and cultures, international politics, and world events to develop a more comprehensive global view.
- Although all students are assigned a faculty adviser to assist in academic matters, William Hamilton, associate dean of the college, and Judith Shannon, adviser to international students, are available to discuss problems of a personal or academic nature. Ms. Shannon is available for assistance to international students in all matters which involve the Immigration and Naturalization Service of the U.S. Department of Justice.

Greek Life: Fraternities, societies, and sororities play a vital part in the total educational experience at Wake

Forest. The fourteen fraternities, six societies, and four sororities provide students with valuable personal growth opportunities in the areas of athletic participation, leadership training, community service, and social development. Group housing for members is offered to Greek organizations as a residential privilege and is reviewed on an annual basis.

Formal rush occurs during the first two weeks of each semester. University policy requires freshmen to wait until their second semester to pledge and be initiated into a fraternity, society, or sorority, at which time they must have achieved a 2.0 GPA. Transfer students and upperclass students may rush and pledge a Greek organization provided they have a 2.0 GPA for the previous semester or a cumulative 2.0 GPA.

The Interfraternity Council is the governing body of the fourteen fraternities while the Intersociety/Sorority Council is the governing body of the six societies and four sororities. The purpose of the two councils is to govern and coordinate campus Greek affairs and activities while promoting high standards of conduct, scholarship, community service, and chapter operations. Some of the representative programs sponsored by the two Greek councils are the Greek Leadership Caucus, the Brian Piccolo Cancer Fund Drive, and Greek Week. The IFC and ISC share an office in 333 Benson Center.

Residence Life and Housing: The Residence Life and Housing program is an important aspect of student life at the University, particularly since approximately 85 percent of the undergraduates live on campus. Assistant directors (full-time), professional staff members, and hall directors (full-time and part-time graduate students) who live in the residence halls serve in administrative, advisory, and counseling capacities. In addition, they work with the student resident advisers as supervisors. Residence life and housing staff members develop and implement a variety of social, educational, recreational, and cultural programs designed to promote individual growth and to create a sense of community within the residence halls and other residential areas.

Members of the residence life and housing staff are on duty each evening and are readily available to deal with situations as they arise. Each student is encouraged to become acquainted with all staff members in his/her building, especially the resident adviser on the hall. Resident advisers will be some of your best friends, not only during your freshman year but also every year. They are upperclass students trained by the administrative staff to handle most situations which arise. They know the University rules and regulations and will be able to answer your questions.

Resident advisers are great people to talk to about any problems you may have because they are good listeners. They help you plan hall dinners, outings, and parties and in many instances will help introduce you to the social life on campus. *Get to know your RA.* He or she will be the person you can always depend on for help.

Director of Residence Life and Housing —

Dennis E. Gregory

Associate Director of Residence Life and Housing —

Connie L. Carson

Associate Director of Residence Life and Housing —

Dan J. Bertso

Assistant Directors — *Paul Barnes, Bryan Brunette*

Hall Directors:

Babcock — Mandy Hoyle

Bostwick — Cynthia Church

Davis — Simone Kelly

Johnson — Eric Braun

Kitchin — Paul Adams

Luter — Diana Gregory

Poteat/Huffman — Kathy Swanson

Satellites-East — Jamie Maresco

Satellites-West — Christie Cornwell

South — Jana Andriano

Taylor/Efird — Andy Briggs

Assistant Hall Directors:

Babcock — Jennifer Deang

Bostwick — JoBeth Pancoast

Davis — Lauren Martin

Johnson — Michelle Frazier

Kitchin — Karen Scharett

Luter — Eric Nesbitt

Poteat/Huffman — Murray McNiel

Satellites-East — Neil Raiford

Satellites-West — Jason Miller

South — Kim Harper

Taylor/Efird — Heather Bertotti

Residence Life and Housing Staff



Luter: (front row, l to r) Jill Center, Jennifer Burlingham, Diana Gregory; (back row) Craig Evans, Vida Jennings, Tracy Hipps, Tim Girgenti, Eric Nesbitt, Michael Watson



Office: (front) Connie Carson, Dan Bertsos; (middle) Diana Gregory, Loretta Meyer, Margie Pleasants; (back) Bryan Brunette, Paul Barnes, Dennis Gregory



Babcock: (front) Amy Hunter, Kathryn Cox, Katie Baxley, Charissa Wong; (back) Karen Gilliam, Jennifer Deang, Susan Fowlkes, Gina McCarver



Palmer/Piccolo: (front) Travis Pardue, Neil Raiford; (back) Dan Munn, Ben Jones



Taylor/Efird: (front) Michael Dixon, Scott Aveni, Brad Mattson, Chris Hudson; (back) John Meroney, Joshua Root, Tonnye White, Eddie Pearson, Marlo Harris, Jon LeCroy



Poteat/Huffman: (front) Stella Cline, Dawn Aufarth, Kathy Swanson, Christina Berg; (back) Elizabeth Walker, Trina Gabriel, Jamie Fleming, Doug Sigmon, Murray McNeil, Roger Kumpf



Davis: (front) Matthew Dymmel, Curtis Beech, Michael Dunn; (middle) Simone Kelly, Lauren Martin, Kasey Reistad, Nilaya Baccus; (back) Allen Houck, Craig Kaplowitz, Mark Ciampa



Satellites: (front) Stacey Sanders, Robert Gonzalez, Sybil Chabane, Elizabeth Barron, Hunter Blake; (back) Shawnya Jones, Jason Miller, Matthew Pharr, Elizabeth Rosenthal, Marcella Ribetti, Anne Corbett, Susan Kennerly



Bostwick: (front) Heather Ross, Stephanie Day; (2nd row) Karen Scharett, Trasha Davis; (3rd row) Michelle Bollinger, JoBeth Pancoast; (back) Laura Woodside, Beckie Drobnyk



Johnson: Kim Anderson, Michelle Frazier, Melanie Parham, Gloria McKinnie; (back) Matthew Phillips, Brandon Conkle, Charles Green, Keith Gray



Kitchen: (front) Louis Consentine, David Thompson, Douglas Boertje; (middle) Rhonda Lee, Lynda Lowery, Anna Worley, Vicki Reese; (back) Cory Isaacs, Andrew Barrow, Shannon Zeigler



South: (front) Pokey Fair, Tara Hall; (middle) Mandy Hoyle, Charlene Warren, Jennifer Foote; (back) Hope Austin, Simone Andrews, Bill Crippen, Mary McNally, Kimberly Harper

Resident Advisers:

Babcock Kathryn Cox, 10A
Katie Baxley, 110A
Karen Gilliam, 210A
Charissa Wong, 310A
Jennifer Deang, (AHD), 3B
Gina McCarver, 110B
Amy Hunter, 210B
Susan Fowlkes, 310B

Bostwick Stephanie Day, 4A
Trasha Davis, 109A
Heather Ross, 201A
Michelle Bollinger, 310A
Jennifer Royston, 13B
JoBeth Pancoast (AHD), Apt. B
Laura Woodside, 222B
Beckie Drobnik, 327B

Davis Michael M. Dunn, 103A
Matthew Dymmel, 108A
Allen Houck, 203A
Lauren Martin (AHD) 208
Craig Kaplowitz, 210A
Mark Ciampa, 303A
Curtis Beech, 308
Nilaya Baccus, 312A
Kasey Reistad, 402A

Efird Tonnye White, 3
Marlo Harris, 102
Heather Bertotti (AHD), 211

Huffman Kevin Dalton, 9
Christina Berg, 117
Stella Cline, 212

Johnson Michelle Frazier (AHD), Apt. A
Gloria McKinnie, 6A
Kim Anderson, 210A
Melanie Parham, 313A
Charles Green, 18B
Keith Gray, 119B
Matthew Phillips, 228B
Brandon Conkle, 320B

Kitchin Andrew Barrow, 105A
David Thompson, 110A
Cory Isaacs, 202A
Shannon Zeigler, 206A
Karen Scharett (AHD), 208
Vicki Reese, 302A
Lynda Lowery, 306A
Anna Worley, 308
Louis Consentine, 313A
Douglas Boertje, 403A

Luter Craig B. Evans, 1A
Tracy Hipps, 110A
Eric Nesbitt (AHD), 201A
Vida Jennings, 301A
Tim Girgenti, 1B
Michael Watson, 101B
Jennifer Burlingham, 201B
Laura Waldner, 301B
Jill Center, 206C

**Palmer/Piccolo
(Satellites-East)****Poteat****Satellites-East****Satellites-West****South****Taylor**

Travis Pardue, 5 Pal
Marion Jones, 39 Pal
Neil Raiford (AHD), 4 Pic
Dan Munn, 31 Pic

Joseph Maides, 103A
Doug H. Sigmon, 107A
Trina Gabriel, 203A
Murray McNiel (AHD), 208
Dawn Auffarth, 302D
Elizabeth K. Walker, 308
Roger C. Kumpf, 313A
Jamie Fleming, 403A

Elizabeth Barron
French House, 102
Marcella Ribetti
Italian House, 202
Elizabeth Rosenthal
Russian House, 203
Matthew Pharr
Townhouses, 105
Hunter Blake
Wesley House

Ryan Lazar (fall)
German House
Corey Gallus (spring)
German House
Susan Kennerly
Henning Drive, 501
Sybil Chabane
International House, 102
Stacey Sanders (108)
African-American Studies House
Shawnya Jones
Student Apts., 101A
Anne Corbett
Student Apts., 101B
Robert Gonzalez
Student Apts., 214A
Jason Miller (AHD)
Student Apts., 214B
Judson Eidson
WAKE Radio House, 104

Rick C. Bridger, 105A
Kimberly Harper (AHD), 211A
Hope Austin, 310A
Bill S. Crippen, 4B
Charlene Warren, 109B
Mary McNally, 205B
Tara Hall, 314B
Elizabeth "Pokey" Fair, 110C
Jennifer Foote, 203C
Simone Andrews 303C
John Meroney, 103A
Jon LeCroy, 108A
Joshua A. Root, 203A
Scott Aveni, 208
Brad Mattson, 303A
Eddie Pearson, 308
Michael Dixon, 313A
Chris Hudson, 403A

Religious Life: Wake Forest was founded on a Christian commitment to higher education as one of the missions of North Carolina Baptists. Throughout its history it has attempted to demonstrate the affirmative relationship between faith and learning, between academic excellence freely pursued and growth "in wisdom and stature and in favor with God and man."

The organized religious program is one expression of the University's intent to offer liberal education within a religious context. There are Thursday morning worship services in Davis Chapel and special celebrations during the church year under the supervision of the University chaplain. Baptist, Roman Catholic, Episcopal, Intervarsity, Lutheran, Methodist, and Presbyterian campus ministers provide worship, study, and service programs. Opportunities are provided for students to work in local churches, engage in tutoring programs, and shape and participate in summer mission projects. Personal counseling is always available. Other religious groups which encourage student involvement are the Black Christian Fellowship, the Fellowship of Christian Athletes, Intervarsity Christian Fellowship, Miracles Dimension, and the University Gospel Choir.

The Wake Forest Baptist Church worships each Sunday in Wait Chapel. Its constituency embraces students, faculty, and other members of the Winston-Salem community. Although planted in the soil of Baptist tradition, its membership and mission are open to all who seek its ministry and wish to use it as an instrument for their response to God's call to a variety of vocations.

Churches and synagogues in the community welcome Wake Forest students, and a list of both denominations and locations is available in the chaplain's office and at the information desk in the Benson University Center.

Music, Radio, Theatre, Debate, and Publications: The Department of Music directs and offers academic credit for the Choral Union, the Concert Choir, the Madrigal Singers, the University Orchestra, the Symphonic Band, the Deacon Marching Band, the Jazz Ensemble, the Collegium Musicum, various chamber ensembles, private study on numerous instruments, and introductory and advanced topics in music. All members perform regularly on campus and some tour during the year. Auditions are held early in the fall. The Chapel Bell Guild performs music written for English handbells and for carillon. Members meet and perform regularly; membership is open to any student interested in playing the carillon or handbells.

The Secrest Artists Series of Wake Forest University presents guest artists and orchestras of worldwide ac-

claim in five major concerts each year which are free for all students. The Department of Music and the Reynolda House Museum of American Art sponsor recitals by students, faculty members, and visiting artists. There are regularly scheduled performances on the Janet Jeffrey Carlile Harris Carillon, located in the tower of Wait Chapel.

WFDD (88.5 FM) broadcasts a program service of classical music, news and information, jazz, and folk music, 24 hours a day, 365 days per year to Piedmont North Carolina. It is a member of National Public Radio. Students interested in working with a professional radio staff should see the station manager early in the year.

WAKE Radio (Cable FM), an entirely student-run radio station located in the Benson University Center, plays popular music 24 hours a day.

The University Theatre, under Director Harold C. Tedford and Associate Director Donald H. Wolfe, presents four major productions on the Main Stage each school year. In addition, students produce and direct another five to ten Studio Productions in the Ring Theatre. Students also are involved in acting, stagecraft, management, and promotion for both Main Stage and Studio Productions. Auditions are open to all students of the University. Major productions are directed by staff members and visiting directors. Each year, for two weeks in late December and early January, members of the Theatre Arts faculty take students to London to study the English theatre. The inter-term London program is open to all students in the University. During the fall orientation in August, there is a theatre open house for all new and returning students.

Debate, under Director Allan Loudon and Debate Coach Ross K. Smith, is open to any student of any experience level interested in participating in the squad. Always a strong competitor, the team takes part in approximately thirty tournaments during the year. Wake Forest hosts two prestigious national-level debate tournaments on campus: the Franklin R. Shirley Dixie Classic (collegiate) and the National Earlybird Tournament (high school). The Wake Forest debaters consistently rank in the nation's top ten programs.

Pub Row, the site of student publications, is located on the fifth floor of the Benson Center. Publications include *Old Gold and Black*, a weekly newspaper; *The Student*, a literary magazine; and the *Howler*, the yearbook. All go back in tradition to 1900 or earlier, and all have distinguished histories of training writers and editors of national prominence. Under the guidance of the Publications Board, the newspaper, magazine, and

yearbook use student writing, photography, art work, and management talent on both a paid and voluntary basis. Work on all three begins early in the fall, and interested students gather at a Pub Row mixer at the beginning of the year to sign up with the publication of their choice.

Intramural Sports: The Department of Health and Sport Science provides an intramural sports program that appeals to the interests of many students each year. Intramural sports include basketball, cross-country, football, golf, handball, racquetball, soccer, softball, swimming, tennis, volleyball, water polo, wrestling, and weight lifting.

Competition in team sports is divided among fraternity, society/sorority, house, and independent teams. Any individual or group of individuals may organize teams and enter competition in any sports. Individual sports are run on a single-elimination basis, and everyone is eligible to enter.

Students occasionally organize club teams for other sports and activities, which are not taught or directed by the College, but which are conducted as student organizations with the approval of Student Government and faculty. These have included rugby, karate, ice hockey, lacrosse, tennis, sailing, frisbee, and men's and women's soccer. Students who are interested in a sport not offered through the College may organize themselves and petition the Student Government and the faculty for recognition.

Intercollegiate Athletics: Wake Forest's men's and women's athletic teams compete in the Atlantic Coast Conference.

Men's teams include football, basketball, baseball, cross-country, golf, soccer, tennis, and track. Even though the University is the smallest school in the conference, Deacon teams have competed successfully in all sports.

Much attention has been given to women's intercollegiate sports in recent years, and Wake Forest teams have shown remarkable growth. There are women's teams in basketball, field hockey, golf, tennis, cross-country, and track.

Athletic passes are issued at fall and spring registration to all full-time Wake Forest students. To reserve seats at football games in Groves Stadium and basketball games in L. Joel Veterans Memorial Coliseum, a student must present a validated ID/meal card and an athletic pass. Seats are distributed on a first-come, first-served basis, with football and basketball ticket pick-up held in advance on campus. Students who want to sit in groups (football only) may use block seating.

Guest or spouse tickets must be purchased during individual ticket pick-ups or through blocks. Guest tickets

are limited to one per student with the exception of Homecoming and Parents' Weekend. Guest season books may be purchased (football only) in advance. These tickets are redeemed at individual ticket pick-ups.

Army Reserve Officers' Training Corps: (Army ROTC): The AROTC exists to commission the future officer leadership of the U.S. Army, the U.S. Army Reserve, and the Army National Guard. Over 70 percent of the U.S. Army officer corps is a product of AROTC.

The Department of Military Science administers the AROTC Program. The Basic Course, the first two years, offers training designed to orient the cadet and to allow him or her to master fundamental military skills. The Advanced Course, the latter two years, is designed to technically and tactically qualify the cadet for assumption of an officer leadership position at the small-unit level. Emphasis is placed, during both courses, on leadership development, physical fitness, and acceptance of responsibility. Basic Course participation does not obligate cadets — except for Army ROTC Scholarship cadets, and then only at the beginning of their sophomore year.

Students qualify for the Advanced Course by: (1) successfully completing the four Basic Courses and Leadership Laboratory requirements; or (2) by successfully completing a six-week Basic Camp conducted during the summer at Fort Knox, Kentucky; or (3) through advanced placement for Junior ROTC or other military training, as determined by the professor of military science. It is possible to compress the Basic Course into the sophomore year. Also, Advanced Course applicants must meet specific academic, moral, and medical requirements.

Army ROTC three-year scholarship competition is conducted annually. These scholarships pay 80% of tuition; a flat rate for books and supplies; a subsistence allowance of up to \$1,000 per year (\$100 a month for each month spent in school); and up to a fixed amount for certain on-campus educational and laboratory fees. All benefits are tax-free.

The Department of Military Science is located in the lower level of Reynolds Gymnasium. Visit or call 759-5308/5309 for detailed information.

Campus Services

Wake Forest provides a number of important services to students. The departments and offices for student services are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Appointments are advisable but not usually necessary.

Campus Calendar — Scheduling of Events: All events that are campus-wide in nature are to be placed on the University calendar, located in the Office of Public Affairs, 222 Reynolda Hall. Scheduling of campus events is done to avoid possible conflicts and to ensure good participation in all Wake Forest activities.

Once the date of an event has been cleared and decided on, individuals should come to the Office of Public Affairs to fill out a Campus Information Form. This form is used to place information on the calendar, to release calendar information to the *Old Gold and Black*, and to write press releases for the student and community newspapers.

Campus Mail Service and the U.S. Post Office: Wake Forest University operates a full service post office located in Poteat residence hall facing the plaza. Students may purchase stamps, postcards, and money orders, as well as certify, insure, and register mail. The post office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. It is required to observe all federal holidays.

Rental of a post office box is \$29.00 for one year. This fee is to be paid with the student's tuition payment to the controller's office. The box assignment will remain the same unless closed by the student or failure to pay the box rent. Students who live on campus must rent a post office box to have mail delivered to them. THERE IS NO MAIL DELIVERY TO THE RESIDENCE HALLS. Box numbers and keys are given to the students upon their arrival.

The post office does not accept shipments to students by any shipper except the United States Postal Service. All other shippers must use the housing address of the student.

Copy Center (Printing Services): The University print shop, located near the Physical Plant and baseball stadium, provides full typesetting, printing, and photocopying services. Photocopying jobs with large quantities (more than 25 copies of a single original) should be completed at the print shop.

Walk-up copy centers are located in the Benson Center and Reynolda Hall. Students needing resumes, flyers, and announcements photocopied can leave them with the copy center attendant and pick up their orders at the scheduled time. Copies cost five cents apiece.

A telefacsimile (FAX) copier also is available in the Reynolda Hall copy center. Students can receive telefacsimile messages at (919) 759-6074. The sender should include the student's on-campus telephone number for contact purposes. Students also can send

messages to other FAX machines. There is a charge for this service.

For information about services and business hours, call 759-5252.

Equal Opportunity Office: The equal opportunity office (202 Reynolda Hall) is responsible for the coordination and implementation of the University's affirmative action programs and equal opportunity policy. Any student or employee who has a concern because of race, sex, national origin, or handicap may consult Beth N. Hopkins, the director. The equal opportunity office also helps handicapped students make arrangements to meet special needs.

Food Service: The cafeteria and the Magnolia Room, a table service dining room, are located in Reynolda Hall. The food court is located in the Benson Center and has a grill, a deli, a bake shop, a Mexican specialty shop, and Pizza Hut available.

Meal plans are available for \$640, \$750, \$830, \$925, and \$1040 per semester. People with small appetites will find the small meal plan adequate. The format of these plans is an ID/meal card system in which each student's account is charged for the amount of food selected at the time it is purchased. The plan may be used at any of Wake Forest University's food service facilities and allows a great deal of individual flexibility.

Freshmen living in residence halls are required to participate in one of the meal plans for each of the fall and spring semesters.

Cafeteria Schedule

<i>Monday through Saturday</i>	<i>Breakfast</i>	<i>7:00 a.m. to 10:00 a.m.</i>
	<i>Lunch</i>	<i>10:45 a.m. to 1:30 p.m.</i>
	<i>Dinner</i>	<i>5:00 p.m. to 7:00 p.m.</i>

<i>Sunday</i>	<i>Brunch</i>	<i>9:30 a.m. to 1:30 p.m.</i>
	<i>Dinner</i>	<i>5:00 p.m. to 7:00 p.m.</i>

Magnolia Room Schedule

<i>Monday through Friday</i>	<i>Lunch</i>	<i>11:00 a.m. to 1:30 p.m.</i>
	<i>Dinner</i>	<i>5:00 p.m. to 6:30 p.m.</i>

Benson Center Food Court Schedule

<i>Monday through Friday</i>	<i>10:30 a.m. to 11:00 p.m.</i>
<i>Saturday and Sunday</i>	<i>11:00 a.m. to 11:00 p.m.</i>

Information Desk: News concerning campus activities, information about student services, and student telephone numbers and addresses are available at the information desk on the third floor of the Benson

University Center. The Student Union sells discount movie tickets for several Winston-Salem theatres at the information desk. Bulletin boards, display cases, and the electronic campus information system in the Benson University Center are also valuable sources of information about campus events.

Laundry and Linen Service: Coin-operated washers and dryers are located in the residence halls. Servetex, Inc. provides weekly service of two sheets, one pillow case, and three large bath towels for \$57 per year. A representative is on campus during orientation. Linens may be dropped off and picked up at Taylor House each week.

Media Center: The Media Center (A12 Tribble Hall) provides audiovisual support for students, faculty, and administration on Reynolda Campus. Technical instruction and consultation is another service available in the Center. In addition, the Media Center houses the central film and video collection (including more than 1,400 titles).

Monitors with VCRs and laser disc players, 16mm projectors, slide projectors, overhead projectors, audio-cassette recorders, and camcorders are available for classroom instruction and student presentations. A projection room is located in room A3, Tribble Hall. The projection room may be reserved by faculty, administration, and students to view 16mm films and VHS video cassettes in the University collection.

Meeting Rooms: Student organizations may reserve a variety of spaces on campus. Private dining rooms, classrooms, auditoriums, and other meeting facilities may be reserved by consulting the following:

Wait and Davis Chapels	University Chaplain
Classrooms	Departmental Chairperson
DeTamble Auditorium	Media Center
Dining Rooms	Dining Services Director
Gymnasium	Chairperson,
	Department of Health and Sport Science
Reynolda Hall Rooms	Assistant Vice President for
	Administration and Planning
Benson University Center	Student Activities Office

Microcomputer Center: The Microcomputer Center (20 Reynolda Hall) sells, supports and services selected microcomputer hardware and software. Currently, Macintosh and Zenith computers are offered for sale at a substantially reduced rate to full-time students, faculty, and staff. The center also fully services the Macintosh and Zenith computers and printers which are purchased through them. The microcomputer staff

provides advice on what system would best suit one's needs as well as information on what computing resources are available on campus. Assistance in document conversion, graphics, software selection, and support is readily available to the Wake Forest community.

Telephones: A telephone jack is provided in each resident's room. For off-campus service, both local and long distance, students should contact Wake Forest telecommunications, 759-5150, for further information. Telecommunications does not rent telephones. Telephone instruments may be purchased from the University or students may bring their own. Students will be billed monthly for service and long distance calls.

University Security: Student safety is the concern of the Department of University Security. They work to make the college experience enjoyable and crime free by providing a safe environment in which to live and learn. There are 22 professionally-trained staff members: nine security officers, three security guards, three full-time dispatchers, three part-time dispatchers, and four support service personnel. Operation of the department is managed by the assistant director, who reports to the director of security.

The primary concern is to provide protection and assistance to students and the campus community. It is a 24-hour service, 365 days a year. Security is part of the academic mission of the University — to teach personal safety and crime prevention.

Divisions

Security Officers: Uniformed in black blazers, gray trousers, white shirts, and ties. These officers possess full powers of arrest. They patrol campus by vehicle and on foot to provide 24-hour protection to lives and property.

Nightwatch: Non-sworn, unarmed security guards who wear brown trousers, caps, tan shirts, and brown coats with the WFU security logo on the pocket. They patrol campus on foot after dark until 7:00 a.m. Performing security checks of buildings and the residence halls, they serve as extra eyes and ears for security officers.

Gym Security: Dressed in brown trousers and white shirts, unarmed guards who patrol Reynolds Gymnasium on foot. They monitor the gym for unauthorized use, behavioral problems, emergencies, and prevention of criminal activity.

Dispatch: The people behind the scene. They handle telecommunications, all campus phone and radio calls.

This includes emergency 5911, non-emergency, and switchboard calls. They also operate the card access system, the Division of Criminal Information terminal, departmental records, and "walk-in" traffic.

Services and Programs

5911 Emergency: Dial 5911 from any campus phone and security will answer immediately.

Emergency Phone: There are four emergency phones located in campus parking lots. They are marked by large round signs and white lights that read P-H-O-N-E.

These will ring directly to security.

Escorts: They are available for students traveling ALONE after dark. This is a courtesy service — emergency and police calls will be given priority.

Motorist Assist: Security will unlock cars for those who accidentally lock keys inside, lend jumper cables for a dead battery, and lend a gas can if your car is out of gas. Security DOES NOT provide mechanical assistance but will contact professional mechanics for your car.





The Scales Fine Arts Center contains studios, classrooms, practice rooms, and theaters.

Focus on Wake Forest

What do I do about...? What is my room like? What do I need to bring to make it comfortable and homey? What clothes will I need? What really happens during registration? How do I get off campus and what is available in Winston-Salem? These — and hundreds of other questions like them — perplex every college freshman during the summer. The paragraphs on the pages which follow try to answer some of the most frequently asked questions. If you don't find the answers you need, write or call one of the student life offices described on pages 5 to 7 of this handbook.

Freshman Pre-School Conference: Described by some students as Wake Forest at its best, the pre-school conference at nearby Camp Hanes is sponsored by the campus ministry. It offers small group discussions, worship services, mini-courses, skits, recreation, and informal opportunities to meet professors and other students. Friends you make on retreat will give you a foothold in campus life and strong friendships at the beginning of the year. You'll get a brochure about the retreat — give it special consideration. Arrangements are made to deposit your belongings in your residence hall room immediately beforehand. Dates for the retreat are August 19-22, 1991.

Orientation: The six busy days immediately before classes begin are your introduction to many of the details of campus life. You are on a tight schedule of

meetings and receptions, with enough mixers and parties thrown in to leave you able to remember either names or faces but probably not both. You and the other members of your small orientation group (your roommate will probably be one) will meet with your academic adviser. The Student Union, the AROTC, and the fine arts departments sponsor open houses, and choir and band auditions are held. There will be picnics for freshmen only, so take advantage of the chance to meet many of your classmates. Orientation is fast-paced, and it sometimes seems that you have a million things to do at once. But once classes start and you settle into a routine, you'll get a better idea of what Wake Forest life will be like for you.

Registration: Registration consists of two phases: a conference with your adviser and sectioning for courses. You and your adviser select primary and alternate courses from the basic and divisional requirements.

The sectioning phase of registration is held in Room 101 Reynolda Hall, on the first day of registration. You must pay your tuition before sectioning. Sectioning consists of handing your schedule/demographic form to the CRT terminal operator who enters your course selections. Following your approval of the registered courses, you cross the room to collect a computer printout of your official registration.

Approximately 60 percent of the freshmen are "presectioned" into English 110 or 112 for the fall term, and the remaining students will be assigned

English during the spring term. This information will be printed on the schedule/demographic form you will receive from your adviser.

If you have questions concerning your registered courses, please consult the registrar's office, 110 Reynolda Hall.

The Plaza (Quad): The quadrangle area on the north end of campus is surrounded by Wait Chapel, Reynolda Hall, and Davis, Efird, Huffman, Kitchin, Poteat, and Taylor residence halls. It is one of the most beautiful parts of the campus, a frequent meeting place, and an important part of Wake Forest life. Each season offers different attractions: fall's turning leaves strung with toilet paper after a victorious football game; winter's stark bareness, accented by an occasional snowfall; the beauty of the budding ashes and flowering dogwood in the spring. It's called the Plaza or the Quad. *The grass cries if you walk on it, so please don't!*

You'll also be making frequent "business trips" to the Quad. On the ground level of Kitchin House, you'll find the Deacon Shop, with its Wake Forest memorabilia; in Poteat, the popular post office; in Taylor House, a barber shop (on the lower level, entrance is off the parking lot across from Brendle Hall) and the book store, which has stationery, posters, and other incidentals along with textbooks (on the lower level) and school supplies; in Davis House, a Wachovia Bank and the Sundry Shop. The residence life and housing office also is located in Davis House.

Freshman Roommates: You'll receive your roommate's name along with room information in mid-summer. Write to him or her immediately. Your roommate is just as curious as you are, so take the first step. Writing is also a good way to decide which of you will bring what — to avoid duplications or settle conflicts.

After you both arrive and begin to get to know each other, what then? Some freshman roommates have formed friendships that last a lifetime. Others never want to see each other again! But most make the best of the situation and learn a lot in the process about compromise and mutual respect. However it turns out, if you enter into the relationship with a good attitude you can't go far wrong. Even the most incompatible roommates should know that they have a chance to learn about different lifestyles. Adapting to others is part of life.

Survival Notes: During the first days, you'll have to settle the particulars of setting up residence at Wake Forest.

- (1) You may want to visit the campus branch of Wachovia Bank if you've established an account there, to settle matters of checks and confirm the fact that you have an account.
- (2) On the first day of orientation (August 22), your resident adviser will take you to have your combination student ID/meal card made and to pick up your linens in Taylor residence hall.
- (3) Go to the post office to make sure you know where your mail box is and to get a key.
- (4) One is easily lulled into a sense of false security on campus. There are occasional thefts and other unsocial occurrences. Check to see if your family's homeowner's insurance will extend to cover your belongings on campus, and record the serial numbers of your valuables. Students are encouraged to have items engraved with their driver's license number and state abbreviation.
- (5) Room security is your responsibility. You should lock your room and take your key with you.
- (6) The Sundry Shop is conveniently located on campus but is more expensive than off-campus stores. Stock up when you find a ride to a shopping center.
- (7) Don't buy your textbooks until you are registered for your classes and are sure of the books you'll be using.
- (8) There are announced fire drills each semester, and your RA will discuss all of the safety rules with you at your first hall meeting.
- (9) Bikes are stored on the first floor level racks of both the residence halls. They can still get wet, so you may want to bring a cover.
- (10) In addition to your personal bike identification, the Winston-Salem Police Department has a campus registration for bikes in the fall.
- (11) Athletic equipment may be checked out on the second floor of the gymnasium. Take your ID card.
- (12) A University directory is published in the fall and may be picked up at the information desk. It has phone numbers for all the students, professors, departments, campus services and offices, and students' home addresses. There is also a list of some useful phone numbers in the back of this handbook.
- (13) Keep your eyes and ears open for what's happening. The information desk in the Benson Center usually has a variety of informative materials. And don't forget to pick up *Old Gold and Black* every Friday.
- (14) Any questions? Ask your RA!

Day Students: It is sometimes difficult for day students to feel part of college life. Here are some suggestions, if this is a problem for you.

First, make as many friends as possible who live on campus. This gives you some place to go other than the library and the Benson Center to study and socialize. These friends will keep you up to date on everything that happens on campus and make you aware of any changes that may occur. Second, some freshmen residence halls adopt other freshmen who happen to be day students. These adopted hallmates go to the hall between classes, after classes, and any other time they wish. Finally, become involved in as many cocurricular activities as possible. They will help to keep you involved in things that go on around campus and give you the opportunity to make effective changes in campus life for *all* students.

Focus on Winston-Salem

Food and Entertainment: As a Wake Forest freshman, you will spend most of your time on campus. But after a while you'll tire of the delicacies of the Pit (otherwise known as the cafeteria) and the Benson Center food court, or you'll want to get off campus at odd hours. Consult your RA for directions and suggestions.

Many students at Wake Forest do not have cars. The Winston-Salem Transit Authority has a bus stop behind Wait Chapel, and buses run on a regular schedule during the day. The route goes downtown or to Reynolda Manor. Schedules are available at the information desk in the Benson Center.

There are many movies, lectures, and concerts on campus and at Reynolda House, yet many people go off campus regularly. There is a wide variety of places to go.

Check with your RA for suggestions and directions. For more variety, there are:

- *Movie Theatres*
(Check newspaper listings, and ask about discount tickets at the information desk.)
- *Tours*
Old Salem: A beautiful look at Moravian culture
Stroh's Brewery
Whitaker Park: R.J. Reynolds Tobacco Co.
- *Miscellaneous*
Ice skating at L. Joel Veterans Memorial Coliseum
Concerts at the Greensboro Coliseum, L. Joel Veterans Memorial Coliseum, and the Roger L.

Visitor Attractions

- D. Historic Bethabara Park
- E. Museum of Early Southern Decorative Arts MEDSA
- F. Nature Science Center
- G. Old Salem
- H. Reynolda House Museum of American Art
- J. R.J. Reynolds Tobacco USA, Whitaker Park
- K. Southeastern Center for Contemporary Art (SECCA)
- L. Tanglewood Park
- M. Stroh Brewery Company
- N. Lawrence Joel Veterans Memorial Coliseum

Accommodations

- 7. Bestway Inn
- 8. Coachman's Friendship Inn
- 9. Colonel Ludlow Bed and Breakfast Inn
- 10. Comfort Inn-Cloverdale Place
- 11. Comfort Inn-Executive Center
- 12. Days Inn
- 13. Econo Lodge
- 14. Green Valley Motel
- 15. Hampton Inn
- 16. Holiday Inn Clemmons
- 17. Holiday Inn North
- 18. Holiday Inn West
- 19. Howard Johnson's Motor Lodge
- 20. Kings Inn
- 21. Motel Six
- 22. Myer Lee Motel
- 23. Quality Inn-Kernersville
- 24. Ramada Inn North-Airport
- 25. Residence Inn
- 26. Sheraton North Hotel
- 27. Tanglewood Lodge and Manor House
- 28. The Innkeeper Motor Lodge
- 29. The Innkeeper Motor Lodge-South
- 30. Travel Host of America
- 31. Winston Motel

Stevens Center for the Performing Arts
(downtown Winston-Salem)
Carolina Thunderbirds, professional hockey
Winston-Salem Spirits, AA professional baseball
Municipal golf courses: Reynolds Park,
Winston Lake

Winston-Salem: The city of Winston-Salem dates back to the early 1750s, when Moravians from Pennsylvania founded the community of Salem. One of the finest examples of restored colonial life in America, Old Salem is a popular spot for sightseeing. Moravian Christmas and Easter services attract people from all over the country.

Cultural opportunities are plentiful. In addition to University events, students attend programs of the Little Theatre, the Winston-Salem Symphony and Chorale, the Piedmont Chamber Singers, the Chamber Music Society, and arts and crafts fairs in the area.

Salem College, Winston-Salem State University, and the North Carolina School of the Arts also sponsor programs of cultural interest.

The shopping center closest to campus is College Plaza, across from the coliseum on University Parkway. Also within driving or cycling distance are Reynolda Manor, Pine Ridge, Sherwood Plaza, and Northside. Parkway Plaza, University Plaza, North Chase, Thruway, and Hanes Mall are within driving distance. Reynolda Village, between Reynolda House and the campus, is an easy, pleasant walk and has a number of attractive specialty shops.



The Arts Council of Winston-Salem/Forsyth County and the City of Winston-Salem sponsor free "Outta the Bag" concerts downtown at Winston Square Park.

Constitution of the Student Government

Article I—Bill of Rights

SECTION 1 — Every duly enrolled member of the undergraduate student body of Wake Forest University shall be a citizen of the Student Government with the right to vote in general elections and the right to be represented in the various branches of that government.

SECTION 2 — No student shall be denied his/her rights for reasons of race, religion, sex, class, or beliefs.

SECTION 3 — The judicial bodies of the Student Government shall not take disciplinary actions against any student without prior notice of the alleged violation and a fair hearing or trial by a student jury.

SECTION 4 — No student shall be denied the right to establish organizations and groups unless they conflict with the regulations of the University.

[According to the trustee bylaws, matters pertaining to student life, including all student organizations, are under the jurisdiction of the administration and the faculty of Wake Forest College acting jointly. The principal agency through which action is exercised is the Joint Committee on Student Life, which is composed of three members each of the administration, the faculty, and the student body.]

Article II—Executive Branch

SECTION 1 — Members of the executive branch and their rights and duties.

SUBSECTION a — The president shall (1) call and preside over meetings of the student body, (2) appoint such committees as are necessary for the implementation of Student Government actions, (3) serve as chairperson of the cabinet and the legislature's Committee on Committees, (4) serve as a non-voting member of the Student Budget Advisory Committee and appoint its three non-elected members, (5) upon invitation, attend meetings of the Board of Trustees as a non-voting participant, (6) serve as a non-voting member of the legislature, and (7) seek information about University decisions concerning students and assist in its distribution.

SUBSECTION b — The speaker of the house shall (1) call and preside over meetings of the student legislature, (2) appoint committees within the legislature necessary to implement legislative actions, and (3) assist the president of the Student Government and serve as a voting member of the legislature only in the case of a tie.

SUBSECTION c — The secretary shall (1) serve as voting member and keep the records of the legislature, (2) be responsible for Student Government correspondence, and (3) serve as chairperson of the Secretariat Committee.

SUBSECTION d — The treasurer shall (1) serve as a voting member of the legislature, (2) have charge of all Stu-

dent Government money and disburse it at the direction of the legislature, and (3) serve as chairperson of the Student Budget Advisory Committee.

SECTION 2 — Executive committees and their functions.

SUBSECTION a — The cabinet shall consist of the chairpersons of the standing committees and any temporary committees and be chaired by the president for the purpose of coordinating all Student Government actions.

SUBSECTION b — The secretariat shall consist of volunteer members and a paid staff organized and chaired by the Student Government secretary for the purpose of handling all clerical work for the various branches of Student Government.

SECTION 3 — Executive advisory committees and their functions.

SUBSECTION a — The Athletics Advisory Committee shall (1) research athletic practices for the Student Government and help carry out Student Government actions which pertain to athletics and (2) work with the faculty Athletics Committee in discussing policies for the athletic program and represent student opinion in such matters.

SUBSECTION b — The Food Services Committee shall (1) research procedures and policies of the University food services company and help implement Student Government actions which pertain to food services and (2) work with the food services company and promote projects which will improve service to students.

SUBSECTION c — The Health and Counseling Services Committee shall (1) research the procedures and policies of the University health clinic and the University Counseling Center and help implement Student Government actions which pertain to health care and psychological services and (2) work with the University health clinic and the center in promoting better health services.

SUBSECTION d — The Housing Committee shall (1) research the procedures and policies of the residence life and housing office and help implement Student Government recommendations which pertain to housing and (2) work with the residence life and housing office in improving housing policies and represent student opinion in such matters.

SUBSECTION e — The Minority Affairs Committee, chaired by a legislator, shall (1) promote student awareness of minority affairs and concerns, (2) determine the needs and problem areas of minority students, and (3) work to better incorporate minority students into the campus community.

Article III — Legislative Branch

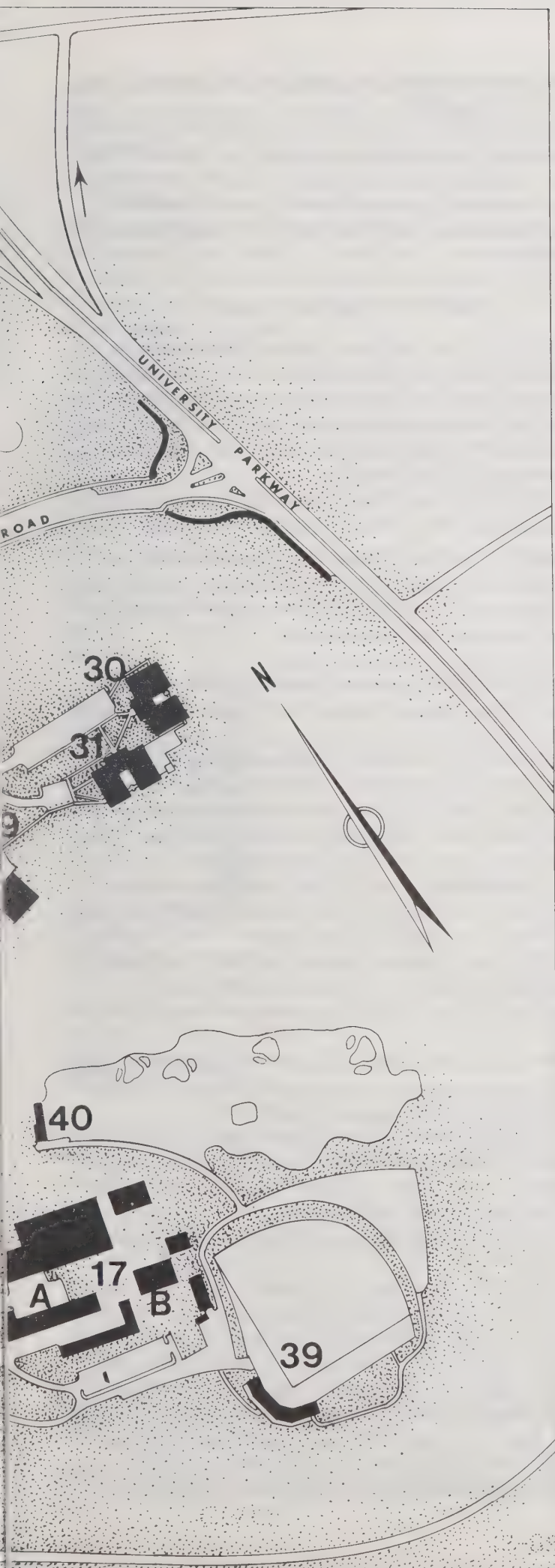
SECTION 1 — The legislative functions and composition.

SUBSECTION a — The functions of the student legislature shall be to (1) recommend recognition as well as suspension of student organizations, (2) censure student organizations which violate their constitutions, (3) articulate student wishes for the expenditure of funds which apply to student activities, (4) supervise the selection of student



WAKE FOREST UNIVERSITY

REYNOLDA CAMPUS



- 1 Wait Chapel/Wingate Hall
- 2 Efird Residence
- 3 Taylor Residence
- 4 Davis Residence
- 5 Reynolda Hall
- 6 Benson University Center
- 7 Z. Smith Reynolds Library
- 8 Olin Physical Laboratory
- 9 Salem Hall
- 10 Winston Hall
- 11 Luter Residence
- 12 Babcock Residence
- 13 Tribble Hall
- 14 Johnson Residence
- 15 Bostwick Residence
- 16 South Residence
- 17 Physical Plant
 - A Security
 - B Print Shop
- 18 Carswell Hall
- 19 Athletic Center
- 20 Babcock Hall
- 21 Reynolds Gymnasium
- 22 Kitchin Residence
- 23 Poteat Residence
- 24 Huffman Residence
- 25 Townhouse Apartments
- 26 Indoor Tennis Courts
- 27 Residential Community
- 28 Radio Station WFDD
- 29 Museum of Anthropology
- 30 Palmer Residence
- 31 Piccolo Residence
- 32 Professional Center
- 33 Faculty Apartments
- 34 Student Apartments
- 35 Scales Fine Arts Center
- 36 Welcome Center & Admissions
- 37 Campus Stadium
- 38 Tennis Stadium
- 39 Baseball Stadium
- 40 Golf Center

nominees for membership on faculty committees consistent with the faculty bylaws, item F.5., (5) promote, organize, and fund programs of benefit to the student body and community, and (6) represent the interest of students in social and academic matters.

SUBSECTION b — The composition of the student legislature shall be as follows: each living unit shall elect from among its residents one legislator for each fifty occupants of that unit. Where there are twenty-five or more additional occupants, another legislator shall be chosen. Living units housing fewer than fifty and at least twenty-five shall elect one legislator. (The living units are as follows: Poteat, Kitchin, Taylor, Davis, Efird, Huffman, Bostwick, Johnson, Babcock, Luter, South, Palmer, Piccolo, and all satellite housing and day students.) Additional members are the Student Government secretary and treasurer and one member of the Committee on Student Life. One member of the Black Student Alliance shall be named as a voting member of Student Government if no black student is elected to the legislature during the general elections. The president of the Student Government and speaker of the house serve as non-voting members.

SUBSECTION c — One representative from each University-recognized student organization shall have the privilege of discussion during the consideration of legislation.

SECTION 2 — Standing legislative committees and their functions.

SUBSECTION a — The Committee on Committees, chaired by the president and composed of legislators, shall (1) publicize and explain the functions of available faculty committee positions, (2) solicit, interview, and recommend prospective faculty committee members to the legislature, (3) relay information and relevant actions between Student Government and student members of faculty committees, and (4) organize material from the various faculty committees and relay it to the student body.

SUBSECTION b — The Charter Committee, composed of legislators, shall (1) review the constitution and bylaws of any student group seeking recognition as an official Wake Forest University organization to see that its purposes do not conflict with University or Student Government regulations and that it does not discriminate on the basis of race or creed, (2) recommend the recognition of reviewed groups to the legislature, and (3) recommend suspension of any previously approved student organization which deviates from its accepted regulations and conflicts with University or Student Government rules.

SUBSECTION c — The Student Budget Advisory Committee, chaired by the Student Government treasurer and composed of one elected budget representative from each class, three appointed members, and the president, shall (1) examine and publish the appropriations of the funds which apply to student activities, (2) determine the wishes of the student body with regard to the spending of these funds, and (3) distribute its proposed budget to the legislature one week prior to its vote for approval, and present the approved

budget for dispensation of the funds to the University vice president and treasurer.

SUBSECTION d — The Publicity Committee, chaired by a legislator, shall (1) publicize projects of the Student Government, (2) gather information from all bodies and committees of Student Government, and (3) relay pertinent faculty, administration, and Student Government actions to the student body.

Article IV — Judicial Branch

SECTION 1 — The function of the judicial branch.

SUBSECTION a — The function of the judicial branch is to provide through self-governance a fair determination of whether a student has violated a College rule and to assess penalties. The two student judicial bodies are the Honor Council and the Judicial Board.

SUBSECTION b — Terms in this document should be construed to have their ordinary non-legal meaning.

SECTION 2 — Ethics. The following code of ethics for Honor Council and Judicial Board members is set forth as a proper guide and as an indication of what the College expects from members of the two bodies.

SUBSECTION a — Code of ethics.

(1) An Honor Council or Judicial Board member's public and official behavior should be beyond reproach and free from impropriety or the appearance of impropriety.

(2) With the exception of the investigator while investigating the case, no member should mention, comment upon, or discuss in any manner the case except when the Council or Board itself is sitting to consider the case. This applies to both open and closed proceedings.

(3) With the exception of the investigator while investigating the case, each member should refrain from learning about the case prior to the hearing.

(4) A member should not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor be apprehensive of unjust criticism.

(5) A member should disqualify himself/herself from a case if it can be reasonably inferred that he/she is incapable of rendering an impartial judgment.

(6) When considering a case, a member should always bear in mind that he/she is deciding whether a particular regulation or statute has been violated. A member, however, should consider the welfare of the individual and the integrity of the College community in setting penalties for violations.

SUBSECTION b — Oath. Each newly elected member of the Honor Council and the Judicial Board shall, on an individual basis, take the following oath to be administered by the dean of the College: "I do solemnly affirm that I will work to the best of my ability as a member of the Honor Council/Student Judicial Board, that I will observe the Code of Ethics, that I will adhere to the judicial branch procedures, that I will support the student body Constitution and the rules and regulations of the University, and that I will

always be mindful of the interests of the student, as well as of the interests of the University and the public."

SECTION 3 — The honor system purpose, membership, and duties.

SUBSECTION a — Wake Forest College is firmly committed to principles of honor. The honor system is based on the principle that a spirit of trust should pervade all aspects of student life. Its essence is that each student's word can be trusted and that any violation of a student's word is an offense against the community.

Membership in the student body signifies a student's commitment to the honor system. It is the responsibility of every student to act honorably in all phases of student life, to understand the rights and responsibilities under the honor system, and to preserve the integrity of the system.

SUBSECTION b — The purpose of the Honor Council shall be: (1) to promote the honor system within the College community, (2) to bring to the attention of the dean of the College practices which encourage violations of the system, (3) to receive and investigate reports of alleged violations and to bring charges, and (4) to hold hearings on the charges in accordance with the Constitution and the statutes.

SUBSECTION c — Membership and duties. The honor system shall be administered by the Honor Council and its officers.

(1) The chairperson and vice chairperson of the Honor Council for the succeeding year shall be elected from the current Council by that Council no later than April 15 of each year. A secretary shall be elected after the spring election of the Honor Council.

(a) It shall be the duty of the chairperson to preside at all meetings and hearings of the Council, to appoint investigators, and to arrange for the hearing of any student accused when investigations prove a hearing warranted.

(b) It shall be the duty of the vice chairperson to perform the duties of the chairperson in the absence or at the request of the chairperson, to prevent unnecessary delays in the investigation, and to aid students in securing defense representation.

(c) It shall be the duty of the secretary to keep full records of all investigations and hearings and to notify members of all hearings and meetings as directed by the chairperson or vice chairperson.

(2) In addition to the chairperson and vice chairperson, the Honor Council shall include twelve regular Council members, three elected from each class, who shall be eligible to vote on all decisions of the Council. The members shall (a) serve as investigators when appointed by the chairperson and (b) hear the cases brought before the Honor Council. Newly elected Honor Council members for the succeeding year are eligible to serve on the Honor Council if needed, may observe hearing proceedings, and shall be considered bound by the Code of Ethics.

(3) The Honor Council in conjunction with the dean of the College shall choose three faculty advisers to assist them.

SUBSECTION d — The honor system responsibilities, violations, and penalties.

(1) Any student who believes another student has committed an honor offense should confront that student and ask him/her to report himself/herself to the Honor Council. The student seeing the alleged violation may report the incident to the Honor Council.

(2) A violation of the honor system shall generally consist of any deliberate attempt by a student to make personal gain at the expense of another member of the College community.

(a) No student shall cheat on any work. Cheating is defined as willfully or deceptively giving or receiving aid, attempting to do so, or wrongfully obtaining or attempting to obtain prior information about examinations.

(b) No student shall commit plagiarism. Plagiarism is defined as intentionally offering as one's own any ideas, words, paragraphs, or phraseology that are attributable to other sources. Students are responsible for following the directions of the instructor concerning all assignments. Plagiarism includes the unattributed use of any portion of a computer algorithm or data file.

(c) No student shall steal from the members of the Wake Forest community. This includes any attempt to gain access or to aid another in gaining access to any computer account other than one's own without proper authorization.

(d) No student shall willfully interfere with the proper procedures of the Honor Council either by giving false testimony or otherwise obstructing the Council's function.

(e) No student shall deliberately make a false or deceiving statement to another member of the College community. The Council may dismiss any charges involving such a statement if by majority vote it rules the incident not worthy of an honor offense.

(3) The minimum penalty for any violation of the honor system shall be a probation based on terms determined by the Honor Council. The penalty may be as severe as expulsion from the College.

(a) The penalty for cheating shall also include a recommendation to the Committee on Academic Affairs that a grade of F be assigned in the course involved.

(b) The penalty for premeditated cheating shall be either suspension or expulsion.

(c) The penalty for a second violation of the honor system shall be expulsion unless the Honor Council panel by three-fourths vote reduces the expulsion to suspension.

SECTION 4 — Rights of the accused student in Honor Council hearings.

SUBSECTION a — The student has the right to counsel. The person chosen to act as counsel must be a student in Wake Forest College. Upon request, the vice chairperson of the Council will aid the student in securing counsel.

SUBSECTION b — The student shall not be compelled to testify, and the failure to testify shall not be considered by the Council against him/her. The investigator shall not comment on the accused's failure to testify.

SUBSECTION c — The student shall be informed of the investigation immediately after the appointment of the investigator.

SUBSECTION d — The student shall be informed immediately of the results of an honor investigation of which he/she is the subject.

SUBSECTION e — No hearing shall take place sooner than five (5) school days after the student is notified of the charges.

SUBSECTION f — The student has the right to choose between an open and closed hearing.

SUBSECTION g — The student has the right to be present at all times and at all phases of the hearing except deliberation.

SUBSECTION h — Only the student has the right to present new testimony or evidence after the Honor Council has made a decision. The officers of the Honor Council shall determine whether the hearing will be reopened.

SUBSECTION i — The student has the right to appeal any decision to the Judicial Council.

SECTION 5 — The Judicial Board's purpose, membership, and duties of members.

SUBSECTION a — The purpose of the Judicial Board shall be to investigate and try all charges of social misconduct and all violations of University rules and regulations not under the jurisdiction of the Honor Council, the director of residence life and housing, or the traffic appeals board. The director of residence life and housing shall have jurisdiction over property damage and possession of contraband items as enumerated in the housing contract. The Board shall decide the questions of verdict and penalty by a three-fourths majority vote of the jury members present. The minimum penalty of the Board shall be an oral reprimand. The maximum penalty shall be suspension on the first offense. Expulsion may occur thereafter. However, in cases involving tampering with any fire equipment, the minimum mandatory penalty shall be the immediate cancellation of the housing contract. The actions of the Board shall be reported in writing to the Case Referral Panel, composed of the dean of student services or his/her designate, one co-chairperson, and one faculty adviser from the Judicial Board.

SUBSECTION b — In addition to the chair and vice chairperson, the Judicial Board shall consist of twelve regular members serving one-year terms. Nine shall be elected each spring and three shall be appointed following the spring election of members by the Student Government president in consultation with the officers of the Judicial Board. The appointee should be selected from constituencies not represented by the elected members and will be subject to the ratification of the Student Judicial Board in any capacity.

SUBSECTION c — The co-chairpersons shall (1)

organize the work of the Judicial Board, (2) alternate as convenient in serving as judge when the Board is in session, and (3) appoint the prosecutor/investigator. The co-chairperson who is not the judge of the trial shall serve as one of the jurors. The regular members shall (1) work on prosecution and investigation and (2) vote on all decisions of the Board.

SECTION 6 — Rights of defendants in Judicial Board hearings.

SUBSECTION a — The defendant has the right to counsel. The person chosen to act as counsel must be a student in Wake Forest College. However, a member of the Judicial Board may not act as defense counsel. A student may always choose to defend himself/herself.

SUBSECTION b — The defendant does not have to testify and his/her failure to testify will not be used against him/her. The prosecution may not comment on the defendant's failure to testify.

SUBSECTION c — The defendant has the right to choose between an open and a closed trial.

SUBSECTION d — The defendant has the right to face his/her accuser.

SUBSECTION e — The defendant has the right to be present at all times and at all phases of the trial except the deliberation.

SUBSECTION f — Only the defendant has the right to present new testimony or evidence after the jury has made a decision. If the judge accepts the new information, a complete new trial shall be held.

SUBSECTION g — The defendant has the right to appeal any decision to the Judicial Council.

SUBSECTION h — No trial shall take place sooner than five days after the case has been referred to the appropriate judicial body by the Case Referral Panel. In an emergency the defendant may waive the five-day limitation.

SECTION 7 — Interim judicial process

SUBSECTION a — During the time period beginning two weeks before the first final examination is scheduled in the spring term and ending with the beginning of registration in the fall term, and at any other time during which the normal Honor Council, Judicial Board, or Case Referral Panel are unavailable, the interim judicial process is provided as an option to provide hearing and judgment to students.

SUBSECTION b — Trial through the interim judicial process is presented as an option to any accused student whose trial would normally be scheduled during the times indicated.

SUBSECTION c — If the student chooses the normal procedure rather than the interim judicial process, he/she thereby agrees to be available for trial at the next time the normal procedure is available. Credit received for work taken during the time pending the reconvening of the normal procedure or pending the outcome of an appeal may be dependent on and withheld until the resolution of the trial or appeal.

SUBSECTION d — The interim judicial process will provide trial before a five-person panel of faculty and students including two or three students. The persons on the panel will be appointed by the dean of the College from a list of faculty and students identified by the Honor Council and Judicial Board late in the previous term as being available during the interim. The list should include first those who have had experience with the judicial process of the College and then other respected faculty and students.

SUBSECTION e — An appeal of an interim judicial process decision is made to the Judicial Council under the normal procedures of that body. Appeals can be based only on issues of the fairness of the trial, the sufficiency of the evidence to support the verdict, the appropriateness of the sentence, or the failure of the panel to follow the rules set forth in the establishment of the interim judicial process. Deviation of the interim judicial process from the normal procedures is not grounds for appeal.

SUBSECTION f — In the trial the student may have an undergraduate student serve as his or her counsel as in the normal trial procedures. The case against the student shall be presented by an appointee of the dean of student services' office. Witnesses may be brought, but written depositions will be acceptable from absentee witnesses.

SUBSECTION g — When the student is charged, the dean of student services or his designate shall suggest to the student a person from the list to serve as initial adviser to the student. Such initial adviser cannot sit on the panel of that student's trial.

SUBSECTION h — No trial shall take place sooner than five days after the student is informed of the specific charges unless the student requests an immediate trial.

SUBSECTION i — Taped and written outline records of all trials shall be made and kept in the Office of the Dean of the College.

SECTION 8 — Contempt of the judicial branch. This regulation applies equally to all persons involved in the proceedings or hearings of the Honor Council, Judicial Board, Interim Judicial Process, or Judicial Council. The following acts shall be acts of contempt of the judicial branch:

(1) Failure to fully comply with the instructions or orders of the Honor Council or Judicial Board.

(2) Failure to fully perform disciplinary measures imposed.

(3) Perjury.

(4) Failure to answer summons.

(5) Any act which tends to obstruct or hinder the duty and function of the Honor Council or Judicial Board. Charges for perjury while appearing before the judicial branch hearing shall be tried by the Honor Council and all other acts shall be referred to the Case Referral Panel.

Right: Wake Forest students take part in a charity team walk.

Article V — Students in University Government

The faculty Committee on Nominations shall request from the members of the faculty a list of nominees from the student body of the undergraduate Colleges for positions on the appropriate committees of the undergraduate Colleges. This list shall be submitted to the Student Government, which shall consider it in preparing a list of two nominees for each position to be filled. This list shall be presented for appointment by the president no later than May 1. The president shall reserve the right to reject the nominees submitted to him and to request other names from the Student Government.

Article VI — Statutes

The statutes which follow this Constitution shall be established to regulate and order the specific functions of Student Government bodies. In order that the changing needs of the Student Government may be met, these statutes shall be subject to addition, amendment or abolition by a two-thirds majority of the legislature provided the legislature has published the proposed change one week before the vote.

Article VII — Amendment

The Constitution of the Student Government shall be amended or revised only with the consent of two-thirds of those undergraduate students voting on the amendment(s) as expressed by secret ballot.

Article VIII — Ratification

The articles and statutes of this Constitution shall become immediately effective upon the simple majority approval of the undergraduate student body as expressed by secret ballot. Any specific sections of the Constitution in conflict with faculty bylaws will not be in force unless the faculty bylaws are changed to accommodate the student provisions.



Statutes

Statute I — Judicial Branch Procedures

SECTION 1 — Procedures of Honor Council.

SUBSECTION a — Presenting accusations.

(1) Any student or faculty member who believes that a breach of the honor system has occurred should present the information to an Honor Council member or to the dean of the College in writing within five (5) school days of the date on which the possible violation came to the attention of the person reporting it. All reports must be signed and must answer four questions: (a) What is the nature of the alleged violation? (b) Who did it? (c) When and where did it occur?, and (d) How did it come to the attention of the person reporting it?

(2) The accused student must be informed in writing of the accusations at least twenty-four hours before the investigation.

SUBSECTION b — Investigation.

(1) The chairperson of the Honor Council shall appoint one member of the Honor Council to conduct the investigation. The investigator with the Council officers will bring charges if warranted. If a hearing is held, the investigator shall present the case against the accused and will not sit in judgment.

(2) The accused shall be informed immediately of the results of the investigation and of specific charges if such charges are brought by the Council officers. Within ten (10) school days after charges are brought, the chairperson and the accused shall set a date for the hearing.

SUBSECTION c — The hearing.

(1) The hearing will be held within a reasonable period of time, but not before five days after the notification of charges. If a closed hearing is held, only members and faculty advisers of the Honor Council and the accused with his/her representative may be present. A witness may be present only during his/her testimony.

(2) The hearing procedure will be as follows:

(a) The Council has the power to require the presence of the accused and witnesses and to obtain articles and documents of evidence within the Wake Forest community. If a properly requested student does not appear, he/she is in contempt of the judicial branch.

(b) The presiding chairperson will keep order during the hearing, rule on the relevancy of evidence, and may ask questions of the witnesses. In his/her rulings, he/she should be guided by principles of reasonableness and fairness, and not by the technical rules of the civil or criminal law.

(c) In the interest of brevity and convenience, signed statements may be introduced as evidence, but only if the witness whose statement is submitted is unavailable for the hearing. The party who intends to offer such a statement must make it available to the other party a reasonable time before the hearing.

(d) Each witness will be sworn in by an affirmative response to the following: "Do you solemnly (swear or affirm) that to the best of your knowledge, the information you are about to give is the whole truth?"

(e) The party who calls a witness has the first opportunity to ask questions of that witness, after which the parties will alternate questioning the witness until there are no further questions. Members of the Honor Council panel may also question the witness after the investigator and the accused or his/her representative have concluded their questioning.

(f) During a hearing, the faculty advisers of the Honor Council may consult with the presiding chairperson to assure that the hearing conforms to the Constitution and statutes. They may also participate in the questioning of the witnesses at the same times that panel members are allowed to question witnesses.

(g) The presiding chairperson shall have the authority, with the consent of the accused and the investigator, to declare a recess at an announced time. Objection to a recess by the accused or the investigator can be overruled only by a three-fourths vote of the panel. During a recess, the panel shall not comment about or discuss a case.

(h) The presiding chairperson will begin the hearing by informing the accused of his/her rights in the hearing. He/she will read the charges against the accused and ask the accused to acknowledge his/her understanding of the rights and charges.

(i) After the statement of the rights of the accused and the charges against him/her, the investigator will present his/her evidence to the panel.

(j) After the investigator has presented his/her evidence, the accused will present his/her evidence.

(k) After the evidence has been presented, the investigator may make a final statement to the panel. The investigator's final statement will be followed by the final statement of the accused or his/her representative.

(l) After the final statements, the presiding chairperson will remind the panel of the charges, that the burden of proof is on the investigator, that only evidence relevant to the subject of the hearing may be considered in establishing guilt, and that in order to find the accused guilty, three-fourths of the panel must believe beyond a reasonable doubt that the charges are true. The presiding chairperson may not comment on any of the evidence.

(m) After the presiding chairperson has made his/her statement, the panel will withdraw to make its decision by secret ballot. Upon reaching a decision, the panel will return to the hearing room and a spokesperson will report the decision to the accused and the presiding chairperson.

(n) If the accused has been found guilty, the investigator and the accused or the representative of the accused, in that order, will suggest to the panel a penalty appropriate to the violation and give reasons for their recommendations. The accused or his/her representative may present evidence to support his/her contentions.

(o) After hearing the recommendations regarding penalty, the panel will withdraw and decide a penalty. Upon reaching a decision, the panel will return to the hearing room and a spokesperson will report the decision to the accused and the presiding chairperson.

(p) The presiding chairperson will review the penalty and, if it is within the bounds of the Constitution, it will be final unless the student appeals to the Judicial Council.

SUBSECTION d — The panel.

(1) The panel for each case will consist of not less than eight members of the Council excluding the investigator and presiding chairperson. At the beginning of each year, the Council will determine its policy concerning attendance.

(2) Two faculty advisers must be present at a hearing.

(3) A three-fourths majority of the panel is required for a decision regarding both innocence or guilt and penalty.

SUBSECTION e — Mistrials.

(1) Any violation of the rights of the accused under Article IV, Section 4 of the Constitution of the Student Government will result in a mistrial, and a new hearing will be scheduled.

(2) The faculty advisers shall determine by majority vote whether such a violation of the rights of the accused has occurred.

(3) If two mistrials occur in the same case, the accused will be declared not guilty.

SUBSECTION f — Appeals.

(1) All appeals shall be made to the Judicial Council.

(2) The appealing student must present to the Judicial Council, at the Office of the Dean of the College, his/her appeal within fourteen (14) days following the decision by the Honor Council.

(3) Grounds for appeal shall be (1) the fairness of the hearing, (2) the sufficiency of the evidence to support the decision of the Honor Council, and (3) the appropriateness of the penalty.

SUBSECTION g — Records and reporting.

(1) Taped records and written summaries of all investigations and hearings shall be kept in the Office of the Dean of the College. Records of closed hearings shall be available only to members and faculty advisers of the Honor Council, the accused and his/her representative, and Judicial Council members. Taped records must be kept at least for one year after the hearing or appeal, and written records shall be kept permanently.

(2) After every closed hearing, the chairperson shall report to the student newspaper the nature of the violation, the decision, and any penalty imposed. No names shall be divulged. No other member of the Honor Council shall make any statements, public or private, pertaining to an Honor Council case. The newspaper may be allowed to report fully on any open hearing.

(3) If the accused is found not guilty, all evidence and records pertaining to his/her Honor Council case which mention his/her name will be sealed and stored.

SECTION 2 — Procedures for Judicial Board functions.

SUBSECTION a — Pressing charges.

(1) Violations shall be reported to the Case Referral Panel in writing within ten (10) school days of the date on which the violation comes to the attention of the student, faculty, or staff member reporting the incident, or no charges can be brought by the Case Referral Panel.

(2) The defendant shall be immediately informed in writing of the charges against him/her and of his/her rights by the dean of student services or his designate so that he/she may prepare his/her case.

(3) The Case Referral Panel shall conduct a preliminary investigation of the charges and decide on further action. The Case Referral Panel, after discussion with the defendant and review of the evidence, may drop the case and remove the case from the records. If in the view of the Case Referral Panel further action is required, the defendant will be requested to enter a plea. If a defendant pleads guilty, the Case Referral Panel will assign a penalty for the charges. If the defendant does not enter a plea or pleads innocent, the Case Referral Panel will forward the case either to the director of housing or the Judicial Board. The director of housing shall have jurisdiction over property damage and possession of contraband items as enumerated in the housing contract; the Judicial Board shall have jurisdiction over social misconduct violations. All charges forwarded by the Case Referral Panel to the Judicial Board shall be investigated and brought to trial. The Case Referral Panel shall state in writing the charges against the defendant.

(4) A student charged with an alcohol violation of University rules while under the influence of alcohol (i.e. public intoxication) may be referred to the health educator; the student's cooperation with the recommendations of the health educator may be taken into account in setting the penalty. The student will, however, be liable for all other charges arising from the incident, including any personal injury or property damage resulting from his/her actions.

(5) In instances where violations occur within ten (10) school days from the close of the school year and the Judicial Board cannot be called into session, the Case Referral Panel shall conduct the trial.

SUBSECTION b — Investigation.

(1) The chairperson of the Judicial Board shall appoint a member to conduct the investigation and to act as prosecutor.

(2) The prosecution and the defense shall conduct independent investigations.

SUBSECTION c — The jury.

(1) The jury shall be constituted from the regular members of the Board with the exception of the judge and the prosecutor.

(2) A minimum of four jurors and one faculty adviser must be present at a trial.

(3) A three-fourths majority vote of the jury members present shall be required for a decision. The judge and prosecution shall not serve on the jury and shall not be counted in calculating the three-fourths majority required for a decision.

SUBSECTION d — The trial.

(1) The trial shall be held within a reasonable period of time. If a trial is designated closed, only the jury, judge, defense counsel, prosecution, witnesses, faculty advisers, and the defendant may be present. Discussion of any matters concerning closed trials is prohibited during the time of the trial and thereafter.

(2) A Judicial Board co-chairperson has the right and duty to grant the request of the prosecutor or the defense counsel to summon a witness to appear at a hearing. If the witness does not appear, the matter shall be referred to the Case Referral Panel for possible charges of contempt.

(3) The trial procedure shall be as follows:

(a) The judge shall read the charges against the defendant, ask him/her how he/she pleads, and state the rights of the defendant during the trial.

(b) The prosecutor shall present his/her evidence to the jury.

(c) The defendant and witnesses shall be duly sworn in by an affirmative response to the following: "Do you solemnly swear by the College Honor Code that, to the best of your knowledge, the information you are about to give is the whole truth?"

(d) During the prosecutor's presentation, the defense counsel may cross-examine all witnesses. The prosecutor shall have the right of redirection and recross-examination.

(e) After the prosecutor has presented his/her case, the defendant or his/her counsel shall present his/her evidence.

(f) The prosecutor may cross-examine all witnesses introduced by the defense. Defense will have the right of redirection.

(g) The judge shall keep order during the trial, rule on the relevancy of all the evidence, ask questions of any witness, and be guided by principles of reasonableness and fairness (but not by the technical rules of the common law courts).

(h) At the conclusion of the evidence, the prosecutor may make a closing argument to the jury. The prosecutor's closing argument shall be followed by the closing argument of the defense.

(i) The judge shall then instruct the jury as to the charges and that the burden of proof is on the prosecutor. The prosecutor must establish guilt beyond a reasonable doubt in order to obtain a conviction. The judge shall not comment on any of the evidence. Only jurors and faculty advisers may be present during the deliberation, and discussion of any matters concerning closed trials is prohibited both during and after the trial. The jury shall retire to rule, and its vote shall be by secret ballot. Upon reaching a decision, the jury shall return and a spokesperson shall report the decision to the defendant and the judge.

(j) If the defendant has been found guilty or has made a guilty plea, the prosecutor and defense will argue to the jury as to the punishments appropriate to the offense.

(k) The jury shall retire and decide the penalty.

(l) The judge shall review the penalty, and if it is within the bounds of the Constitution it shall be declared final unless the defense appeals to the Judicial Council.

SUBSECTION e — Mistrials.

(1) Any violation of the rights of defendants as enumerated in Article IV, Section 6 of the Constitution of the Student Government shall result in an automatic mistrial, and a new trial shall be scheduled.

(2) Mistrial shall be determined by a majority vote of the faculty advisers. If a faculty adviser is absent, he/she must send a faculty representative in his/her place.

(3) Two mistrials shall result in the charges being dropped.

SUBSECTION f — Appeals.

(1) All appeals of either verdict or penalty shall be made to the Judicial Council by the defendant.

(2) The defendant must report his/her decision to appeal to the chairperson of the Judicial Council no later than ten (10) school days following the decision of the Board.

(3) Grounds for appeal shall be failure of the judicial body to adhere to procedures established by this statute as well as substantive matters of the trial.

SUBSECTION g — Records and reporting.

(1) Taped and written outline records of all trials shall be made and kept in the Office of the Dean of the College. Records of closed trials shall only be available to members of the respective judicial body, defense, Case Referral Panel, and Judicial Council. Taped records must be kept at least until the possibility of appeal has passed. Written records shall be kept permanently.

(2) After every trial, the acting judge shall report the following to the student newspaper: the nature of the offense, the decision, and the penalty imposed. No names shall be divulged. No other judicial body member shall make any statements, public or private. The newspaper shall be allowed to report fully on any open trial.

Statute II — Elections

SECTION 1 — Qualifications. In order to qualify to run for office, a candidate must submit a petition to the Elections Committee one week before the election. The petition shall contain only names which belong to the constituency of that office. The number required shall be as follows: president, speaker of the house, secretary and treasurer, 100 signatures; members of the Honor Council, Judicial Board, and Student Budget Advisory Committee, 50 signatures; legislators, 30 signatures. The Elections Committee shall check the validity of the petition and post a list of the candidates no later than five (5) days prior to the election. Any full-time undergraduate student who is not on social or academic probation shall qualify to run, but no student shall run for or hold two offices concurrently. In the case of the

president and speaker of the house, one academic year of legislative experience shall be required. If the candidates for president or speaker of the house has not had one year's legislative experience or has not submitted a petition one week and one day prior to the election, he/she must ask that these requirements be waived by a three-fourths majority vote of the elections committee which will meet the same day following the candidates' meeting at which time the petitions will be due. The candidate must be granted the waiver before the campaign starts or he/she will be ineligible to appear on a run-off ballot or assume office. If that student is denied a waiver by the elections committee, he/she may appeal to the legislature scheduled to meet the day after the candidates' meeting, which may overturn the committee's decision by a two-thirds majority vote. The candidate must be approved by the legislature prior to the beginning of the campaign period in order to be eligible to appear on a run-off ballot or assume office.

SECTION 2 — Interviews and nominations. The Elections Committee shall conduct an interview with all potential candidates for the Judicial Board and Honor Council. Based upon these interviews, the Elections Committee shall nominate no less than 15 for positions on the Judicial Board and no less than 4 from each class for positions on the Honor Council. These nominations will be forwarded to the student body for a campus-wide election.

SECTION 3 — Campaigning. Campaigns shall be conducted in a competitive but fair and honest spirit under the honor system. Candidates shall abide by the regulations of the Physical Plant to avoid littering, or risk being struck from the ballot. The Elections Committee shall give each candidate a set of these regulations upon receiving his/her petition. Public campaigning shall not begin earlier than one week before the election. No candidate shall spend more than the following on his/her campaign: president, speaker of the house, secretary, and treasurer, \$75 each; members of the Honor Council, Judicial Board, and Student Budget Advisory Committee, \$40 each; legislators, \$25 each. In a run-off campaign, no candidates shall spend more than the following on his/her campaign: president, speaker of the house, secretary and treasurer, \$15 each; members of the Honor Council, Judicial Board and Student Budget Advisory Committee, \$8 each; legislators, \$5 each. Donations shall be recognized as expenditures. Itemized lists of expenditures shall be approved by the Elections Committee before any officer is installed.

SECTION 4 — Election dates and hours. Spring elections shall be held no earlier than the third week in March and no later than the second week in April. Each candidate for legislature must work one hour at the polls. Polls shall be open from 10:00 a.m. until 6:00 p.m. Legislators, freshman Honor Council members, and the freshman member of the Student Budget Advisory Committee shall be elected in the fall. Fall elections should occur between the third and fifth week after returning to school.

SECTION 5 — Balloting.

SUBSECTION a — Voting for all elections shall be by secret ballot at a polling place supervised by one poll worker chosen from the existing legislature or by the Elections Committee. Any legislator running for office shall not be permitted to work at a poll in his/her residence hall. Candidates for campus-wide or class-designated offices shall not work the polls.

SUBSECTION b — Polling places shall be announced one week before the election. Names shall be announced no later than five (5) days prior to the election. Names shall appear in alphabetical order for each office and ballot boxes provided at each polling place. No proxy voting shall be permitted, and poll workers shall take measures necessary to insure fair voting. Write-in balloting is acceptable provided the student fulfills all qualifications specified in statute II other than presenting a petition. A write-in candidate must have a minimum of ten votes in order to be elected, except in those cases when a candidate who is on the ballot receives fewer votes than the write-in candidate. In that case, the write-in candidate shall be declared the winner if he/she has received a minimum of one vote. Run-off elections shall be promptly held for those offices with only one seat in contention if a majority has not voted for one candidate. The run-off election shall be no sooner than 24 hours and no more than 5 school days after the original election. In elections where more than one position is chosen, a plurality of votes cast shall be sufficient to determine the winners. If two or more persons in contention for the final seat(s) receive an identical number of votes, the number of candidates to be placed on the run-off ballot shall not exceed one more than the number of seats remaining to be decided, unless the number of candidates receiving equal vote totals exceeds this allocation. In no case shall any candidate receiving fewer total votes than those candidates tying for the final position(s) in the election be allowed a position on the run-off ballot. Results shall be tabulated by the Elections Committee and posted in Reynolda Hall immediately. Ballots shall be kept locked in the Student Government office for ten days during which any candidate may demand a recount. After this, the ballots will be destroyed.

SECTION 6 — The Elections Committee. The president shall chair the Elections Committee, consisting of the speaker of the house, secretary, treasurer, Honor Council chairperson, Judicial Board co-chairpersons, and two legislators selected by the speaker of the house. If any of these members are candidates, the president shall appoint a replacement.

SECTION 7 — Assuming office. All officers-elect shall take office no later than two weeks after the election. Before assuming office, the president of the student body shall take the oath of office as administered by the president of the University. The president shall then administer the oath of office to his/her fellow officers and to those elected in the fall. The oath of office shall read as follows:

I, (name), promise to execute the duties and responsibilities of the office of (title of office), to pledge myself to the goals of furthering student welfare, the well-being of the undergraduate University community, and the traditional spirit of the University. I will uphold the Constitution of the Student Government and diligently perform my responsibilities to fellow students.

Statute III — Removal from Office

SECTION 1 — Executive branch. The president, speaker of the house, secretary, treasurer, members of the Honor Council and Judicial Board, and the four elected members of the Student Budget Advisory Committee shall be subject to impeachment for failure to perform duties or for violations of the provisions of this Constitution. Any student may bring charges against an elected member of the executive branch, and a two-thirds majority vote of the legislature is required for conviction and removal from office.

SECTION 2 — Legislative branch. Any member of the legislature shall be removed from office for more than two inexcused absences from the legislature, its committees, or a combination of both per semester. Excuses for legislature absences must be submitted to the secretary within two weeks of the absences, and he/she shall rule on the validity of the excuse. The removal can be appealed, and the legislator reinstated with a two-thirds majority vote of the legislature.

SECTION 3 — Judicial branch. Any member of the Honor Council and Judicial Board shall be removed from office for failure to perform duties or for violations of the provisions of this Constitution. Any student may bring charges against an elected member and a two-thirds majority vote of the legislature is required for conviction and removal from office.

Statute IV — Replacement

SECTION 1 — Permanent.

SUBSECTION a — In the case of a permanent vacancy in the office of the president, speaker of the house, secretary, or treasurer, an election shall be held to fill the position.

SUBSECTION b — In the case of a permanent vacancy in the Honor Council, Judicial Board, Student Budget Advisory Committee, or legislature, the president shall appoint a new member with the two-thirds majority approval of the legislature. The Committee on Committees shall interview prospective legislators, brief them on the business of the legislature, and submit its suggested replacements to the president, who shall submit one to the legislature for approval. The new appointee shall not take office in the respective body until the two-thirds majority approval from the legislature has been granted.

SECTION 2 — Temporary. In the case of a temporary vacancy in the office of president, speaker of the house, secretary, or treasurer during the winter term, or in some

emergency situation, that officer shall appoint someone to take his/her place with the simple majority approval of the legislature.

Statute V — Committee Composition and Procedures

SECTION 1 — Executive Advisory Committees.

SUBSECTION a — Executive Advisory Committees shall consist of volunteer members, either from Student Government or outside who are interested in helping with athletics, food services, health and counseling services, or Parents' Weekend. The president shall appoint these chairpersons with the simple majority consent of the legislature.

SECTION 2 — Standing legislative committees.

SUBSECTION a — The Committee on Committees shall consist of six legislators elected to that position by the legislature and shall be chaired by the president. The Committee on Committees shall interview applicants for vacant legislature positions. The interviews will be conducted during the first two weeks of the new spring semester.

The Committee on Committees shall select from interested rising sophomore, junior, and senior students who are in good standing a slate of six qualified students to run for student member of the Board of Trustees in a general campus election. The present student trustee shall sit in on the committee interviews as an ex officio member (non-voting). Student trustees shall be elected for one-year terms, January through December. They may be re-elected for additional one-year terms.

The Elections Committee of the Student Government shall present the names of the six candidates to the student body for a general election. The names of the top three finishers, along with the number of votes each received, shall be presented to the Student Life Committee of the faculty.

The Student Life Committee of the faculty shall determine which of the three candidates shall be designated as student trustee nominee by a series of interviews. For the purpose of such nominating action, the president of the University, the president of the student body, and the present student trustee shall serve on the committee as ex officio members. The names of the nominee and the first and second alternates shall be submitted to the Committee for Nomination of Trustees of the Board of Trustees.

SUBSECTION b — The Charter Committee shall consist of six legislators elected to that position by the legislature and chaired by a member of their choice. The Charter Committee shall receive all student organization requests for official University recognition. The Committee shall hold hearings during which the purposes and procedures of the applicant organization shall be explained and its constitution reviewed to see that it is in harmony with the rules and regulations of the University. The Charter Committee shall decide whether to recommend recognition by a simple majority vote, and its recommendation will be subject to a two-thirds vote of approval from the legislature. To recommend suspension of recognition, the Committee must have a two-

thirds concurrence and their decision must be approved by a two-thirds vote of the legislature before the recommendation is made. This Committee may also censure any organization that violates its own constitution. In order to censure or recommend suspension of an organization, the Committee shall hold a hearing to investigate all sides of the case. The Committee shall decide the terms of the censure.

SUBSECTION c — The Student Budget Advisory Committee shall consist of four class-elected representatives, the president, and three appointed members, and shall be chaired by the treasurer. This committee shall hold hearings for every student organization seeking University funds. These hearings shall begin in the fall and shall be well publicized so that all students may express their opinions on the merits and needs of these organizations. The Student Budget Advisory Committee shall formulate an overall budget for all student requests, with a two-thirds approval of the legislature.

Constitution of the Judicial Council

I. Membership

The voting membership shall consist of nine (9) persons: five (5) faculty members, two (2) administrators, and two (2) students. In addition to these persons, four (4) alternate members shall be chosen: two (2) from the faculty, one (1) from the administration, and one (1) from the student body to serve as voting members, in the absence of regular members.

II. Powers

A. To establish and direct the undergraduate judicial system so as to insure justice and due process to all members of the undergraduate academic community.

B. To hear cases on appeal from trial bodies. Any decisions made by the trial bodies resulting in a penalty of suspension or expulsion will be heard by the Council if appealed. Other appeals will be heard at the discretion of the Council.

C. To organize and present, at the beginning of each academic year, an orientation program for all persons serving in the undergraduate judicial system. This orientation shall be concerned with apprising all members of their full responsibilities and obligations as members of an undergraduate judicial body.

D. The Judicial Council shall have the power to adopt further procedures consistent with the provisions of this document.

III. Procedures

An appeal to the Judicial Council from a decision of the student Honor Council or Judicial Board is based on the fairness of the trial, on the sufficiency of the evidence to

support the verdict of the Honor Council or Judicial Board, and on the appropriateness of the sentence. It is not a new trial. Any decision of the Honor Council or the Judicial Board involving the penalties of suspension or expulsion shall automatically be heard, if appealed. Otherwise, the decision to hear a case on appeal shall be decided by the simple majority of the Judicial Council, there being no fewer than seven members present. In the event that the appeal is declined, the appellant shall be notified in writing of the reasons for the Council's decision.

The Judicial Council may affirm the decision both as to the verdict and as to the sentence, may affirm the verdict but modify (not increase) the penalty, may reverse the verdict, or may send the case back for retrial on the evidence or for reconsideration of the sentence. In any case in which the verdict is upheld, the sentence will automatically be considered.

Notice of Appeal

Within fourteen days after the defendant is notified of the decision of the Honor Council, Judicial Board, or Case Referral Panel, he/she may file an appeal to the Judicial Council. The appellant in this request should set forth the reasons why he/she thinks the decision of the Honor Council, Judicial Board, or Case Referral Panel should be reversed or modified.

The request should be submitted to the Judicial Council at the Office of the Dean of the College and a copy should be sent by the appellant to the chairperson of the student Honor Council or Judicial Board.

Hearing

The appellant, his/her undergraduate counsel, the chairperson of the Honor Council or Judicial Board, and/or his/her representative shall be present at the hearing.

The defendant and his/her counsel shall have the opportunity to make statements about the procedures at the trial or about the evidence.

The representative(s) from the Honor Council or Judicial Board shall have an opportunity to make statements about the procedures at the trial and about the evidence.

Members of the Judicial Council may ask questions during the proceedings.

The hearing shall be recorded on tape.

At the conclusion of the hearing, the Judicial Council shall deliberate in private and a decision shall be reached by a majority vote of the Council. The student shall be notified in writing of the results of the hearing.

Social Rules and Regulations

Wake Forest University endorses as a basic principle of University life the concept of responsible student freedom, which carries with it the recognition by each student of the rights and obligations of other members of the University community.

The University encourages students to conduct themselves as mature men and women and invites them to participate in the formulation of rules and to assume major responsibility in judicial decisions. At the same time, all participants in University life must remember that, by the charter of the University, the Board of Trustees is ultimately responsible for the University and for its operation.

Wake Forest also expects its students to abide by local, state, and federal laws, as well as by generally accepted moral standards. Although the University's role is not to duplicate civil law enforcement or judicial action, it may exercise authority for reasons appropriate to its function as an educational institution.

The University recognizes that students more readily achieve maturity when they are permitted to assume responsibility for their decisions. Within the academic community, certain regulations are necessary for the orderly operation of the University and for the well-being of its members. In keeping with its historic concern for students individually and corporately, Wake Forest has a legitimate interest in their welfare in and out of class, on campus and off. The University is concerned with student actions that are inconsistent with student obligations to the educational community. When, in the opinion of the University, the conduct of a student at any place is reprehensible or detrimental to the best interests of that student, his or her fellow students, or the University, appropriate disciplinary action will be taken.

The University also is concerned with the conduct of students beyond the campus. For many reasons, including the obvious impossibility of controlling off-campus behavior, it does not assume supervisory responsibility for off-campus activities. Nor does the University seek or support special treatment for those of its students who may be apprehended for violation of civil law. It does regulate off-campus events of University-approved student organizations and insists that, at these events and elsewhere, reason and responsibility characterize student conduct. More important, it encourages a sense of propriety and an ideal

of personal dignity to guide students in their associations and in their behavior.

Frequently, students attend or participate in events sponsored by or hosted by student organizations at other colleges. Sometimes student groups co-sponsor events with groups at other colleges. Wake Forest students and Wake Forest student groups must adhere to University policies and rules on such occasions. Where officials of another college or university notify Wake Forest of incidents giving rise to a claim of a Wake Forest honor code or social rule violation, the case shall be processed through the Wake Forest system.

Because of our proximity and the nature of our local relationships with Salem College and Winston-Salem State University, all three institutions have established mutual arrangements which acknowledge and respect the integrity of each's judicial system and student rights and responsibilities at each college. Hence, when Wake Forest officials notify Salem College or Winston-Salem State University of potential violations on the Wake Forest campus or at events sponsored by Wake Forest groups, the case shall be processed through the student's home college system.

The philosophy of Wake Forest concerning student freedom is summarized in the following:

Wake Forest believes in individual freedom, not as a right but as a responsibility. . . freedom to be and, more important, to become. Attendance at Wake Forest is a privilege, not a right. The University's traditions and principles, accepted by each student in his or her voluntary registration, evolve from the core of this indivisible concept of freedom and responsibility. Therefore, it is assumed that the student who elects to come to Wake Forest does so with the intent of being in fact and in spirit a cooperating member of this community.

Although great responsibility rests upon the student for his or her own conduct, the Board of Trustees has specifically charged the faculty and the administration with responsibility for prescribing requirements for the orderly behavior and governance of all undergraduate students. The faculty and administration, acting alone or in consultation with the Student Government, establish specific conduct regulations and provide for their enforcement.

The Board of Trustees has empowered the president with the authority to suspend students from the University in "cases of clear and present danger to lives and property....and in instances of violence to persons..." Such suspensions are to be reviewed by the regular judicial bodies within 14 school days.

Personal Conduct

Each student should be aware of and responsible for the following rules and regulations:

- (1) Cheating, stealing, and lying are serious violations in every instance. They will be referred to the Honor Council. Falsification of IDs and/or use of fraudulent identification will be considered an honor violation.
- (2) Any activity which destroys or defaces property or grounds, at the University or elsewhere, is prohibited. *This includes walking on or engaging in sports on the grass of the Plaza.*
- (3) Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.
- (4) Gambling is prohibited.
- (5) Indecent exposure and illicit sexual activity are prohibited.
- (6) Verbal abuse and harassment are prohibited. Verbal abuse is the use of obscene, profane or derogatory language which abuses or defames another person. Harassment is any action, verbal or nonverbal, intended to annoy or disturb another person. This may be a single incident or a series of incidents.
- (7) Public intoxication, consumption, or display of alcoholic liquors, wines, or beer in residence halls or elsewhere on campus is prohibited. Students are subject to state and federal regulations concerning the use of alcohol.
- (8) Use, possession, manufacture, sale, distribution or transportation of illegal drugs (cocaine, marijuana, heroin, crack, ice, etc.) and drug paraphernalia is prohibited. Students found to be involved in its use, possession, manufacture, sale, distribution, or transportation, on or off campus, will be subject to disciplinary action which may include dismissal from the University. Parents will be notified. Refer to Substance Abuse Policy and Program section (page 48) for background and sanctions.
- (9) Hazing, physical abuse, or threat of physical harm in any form is prohibited.
- (10) Sexual assault, abuse, or harassment is prohibited.
- (11) Failure to comply with the directions of University officials (security, residence life and housing staff, etc) acting in the performance of their duties is a serious offense. Such conduct as failure to provide ID; falsification of identification; disrespectful, uncooperative, abusive or threaten-

ing behavior will be dealt with severely.

- (12) The use or possession of pyrotechnics and other explosives is not permitted anywhere on campus. The penalty for the first offense is the loss of one housing priority point and 20 community service hours.
- (13) Deadly weapons of any type are prohibited everywhere on campus except for use in the Department of Military Science.
- (14) Unauthorized entry or occupation of any University facility which is locked, closed to student use, or otherwise restricted as to use, is prohibited.
- (15) Disorderly conduct: Any behavior which disrupts the regular or normal functions of the Wake Forest University community, including behavior which breaches the peace or violates the rights of others, is prohibited.
- (16) Intentional disruption or obstruction of teaching, study, research, administration, disciplinary procedures, or any other University activity is prohibited.
- (17) Any unauthorized activity on University property which affects the University's pursuit of its proper educational mission is prohibited.
- (18) The solicitation of sales, services, memberships, or gifts on campus without permission of the dean of student services is prohibited.
- (19) Federal law restricts the use of copyrighted video cassettes. Any organization or student using a video cassette should be certain that its use conforms to this law.
- (20) Contempt of the judicial process, including failure to appear for a judicial hearing or failure to observe and comply with judicial sanctions, is an offense.

Sanctions imposed as a result of personal conduct or honor system violations become a part of the student's record that is maintained in the Office of the Dean of the College.

Notwithstanding the judicial process, the University reserves the right to take appropriate action in matters involving loss of, or damage to, University property, etc.

Organizational Conduct

While the Student Life Committee formulates and sets University policy for all student organizations, the primary authority for the supervision and administration of organizational conduct resides in the Division of Student Life.

Individuals who join together as a student organization to share common interests and purposes also collectively share a common responsibility to themselves, their group, and the University. They must ensure that individual members or groups of members reflect favorably upon their community. Group leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the group's mission. A group cannot ignore or escape its responsibility for the actions of its members.

A. General Principles of Group Responsibility

Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. Occasional lapses of individual members or isolated individual failures in restraint should not be chargeable to the group, but evidence of group conduct exists where:

- (1) Members of the group act in concert to violate University standards of conduct.
- (2) A violation arises out of a group-sponsored, financed or endorsed event.
- (3) A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
- (4) The incident occurs on the premises owned or operated by the group.
- (5) A pattern of individual violations is found to have existed without proper and appropriate group control, remedy, or sanction.
- (6) Members of a group act in concert, or the organization provides the impetus (probable cause) for violation of University rules and regulations.

In determining whether a group may be held collectively responsible for the individual actions of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related, to group life.

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaging in the activity.

Thus, if a number of members are involved in misbehavior growing out of their association or membership in the group, even if no other members are

around to prevent the action, the organization will still be held collectively liable for the misbehavior so long as it grows out of the life of the organization. All members should be aware that their misdeeds may result in the sanctioning of their entire organization and themselves as individuals.

B. Residential Group Responsibility — Additional Principles

Residential groups will be held responsible as a body for failure to meet obligations; they cannot on the one hand be extended autonomy and be supported by the University and on the other hand fail to take responsibility for actions resulting from that freedom.

- (1) The University allows to residential and student groups the opportunity for a great deal of freedom in the organization of their social lives, and in return assumes that these bodies will promote and practice high standards of responsible behavior. It is the responsibility of the officers, or governing bodies, to establish a social environment which will encourage serious study and respect for the privacy of each member, provide social functions consistent with good taste, and administer appropriate and immediate control over those students who do not adhere to these standards.
- (2) Residential groups are not held responsible for the occasional lapses of individual members, but any group which fails to maintain social decorum, incurs damages to property, allows wanton or obscene conduct to go unchecked, gives encouragement or shows indifference to or disregard of University regulations, or consistently indulges in irresponsible or disorderly activity is open to warning, fine, probation, suspension or expulsion.
- (3) Included among the responsibilities that residential groups must accept are the enforcement of all fire laws, rules, and specifications; the proper use of fire fighting and prevention equipment; prevention of damage to or destruction of property, and maintaining the residential buildings to provide at all times a sanitary, clean and safe environment. It is expected that group self-enforcement will be sustained by persuasion, and censure, suspension, fines, and expulsion, when necessary.
- (4) The specific fulfillment of corporate social responsibilities in compliance with the University rules include:

a. Social Decorum

At all social functions, whether involving alcohol or dry beverages in nature, appropriate social decorum must be maintained by the corporate influence of the residential group and its officers.

b. Moral Decorum

Immoral or obscene behavior is unacceptable to the University.

c. Privacy

Each residential group is responsible for the maintenance of an atmosphere suitable for study, privacy, and rest, according to the rules of the residential buildings.

d. Alcoholic Beverages

A residential group is held responsible for any corporate activity which encourages its members or guests to drink alcohol immoderately, which results in any injury to persons or damage to property, or violates University rules and regulations, or is in violation of the law. Isolated individual failures in restraint are not chargeable to the group. However, any residential group is liable to disciplinary measures if it fails to show active concern for those who are unable to drink without injury to themselves or others, or offense to society.

e. Group Housing

The University's Statement of Mission and Purpose defines Wake Forest College as a residential campus with a distinctive nature which is conducive to learning and interaction. Because the University has an obligation to preserve its distinctive residential character while assuring the general safety and well-being of student residential groups, all residential organizations shall reside in University or University-approved student housing, and shall be subject to all rules and regulations governing residential life and housing. Residential organizations shall be defined as a set of students who reside together and are members of a group (recognized or not) which has some organized structure, ongoing existence, and central purpose.

f. Lounge Space

The University provides lounge space for use by recognized groups on a short-term or long-term basis according to policies established by the Student Life Committee. The use of off-

campus facilities for social purposes on an ongoing basis shall be subject to approval by the University and in conformity with University rules for such kind of activities.

g. Reporting

It is a corporate responsibility to promptly report to the appropriate University authority any serious illness or injury, whatever the cause, which may affect the health, safety, and welfare of the residents.

C. Group Disciplinary Procedures

The dean of student services has the responsibility of charging and hearing all cases of group violations. The dean has the prerogative to utilize an investigator and/or the Group Advisory Panel in reviewing and acting upon cases involving organizational conduct. Before a hearing, the dean shall notify the chair of the Committee on Student Life of any charges against a group, the facts supporting the charge, and the dean's interest in hearing and deciding the case.

The dean or the committee has the authority to institute the sanctions of "warning" and "probation." The dean or the committee also has the power to recommend the sanctions of "suspension" or "loss of recognition" to the faculty and administration for concurrence. Copies of the complete text of the University position on organization conduct are available in the student life office.

Rape and Sexual Assault

Wake Forest University is committed to preserving an atmosphere of mutual respect in which students are expected to act in a manner beyond reproach in their academic and social lives.

As rape, acquaintance rape, and other forms of sexual harassment are violations of an individual's rights, it is the responsibility of each individual in the University's community to be sensitive to and educated about the legal, social, and University codes regarding behavior in these areas.

Rape is defined as (1) forced sexual intercourse against the will of another person; or (2) sexual intercourse with a person who is mentally defective, mentally incapacitated or physically helpless. "Force" can be implicit through use of threatening words, gestures, or tone of voice, or explicit through actions, physical restraints, or force. *Acquaintance rape* is forced intercourse by someone the person knows. *Sexual assault* is defined as any incident of forcing another person to perform a sexual act against his/her will. Rape and sexual assault include instances of sexual activity with a person under

the influence of drugs or alcohol who is, therefore, legally incompetent to give consent.

Any member of the Wake Forest community who believes he/she has been raped or sexually assaulted is encouraged to contact Student Health Services, University Security, University Counseling Center, and/or one of the student victim advocates who are a part of PREPAR (the policy group on rape, education, prevention, and readiness).

Whether or not the victim chooses to pursue action through the campus judicial process or the civil courts, the handling of the reporting will be at the discretion and pace of that individual. The University is committed to dealing expeditiously and vigorously with instances of rape and sexual assault and to protecting the anonymity and confidentiality of the victim in this community.

Sexual Harassment

The University seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to the educational, scholarly, and research purposes of the University.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as contact or verbal comments or suggestions, which adversely affects the working or learning environment of an individual. As a serious violation of University rules and regulations, sexual harassment by a faculty member is grounds for disciplinary action. Any sexual relationship with a student, whether or not consensual, will be regarded as a violation of this policy.

Any member of the Wake Forest community who believes that he or she has been sexually harassed is encouraged to bring the matter to the attention of an appropriate officer of the University. Problems, questions, and grievances can be brought to and discussed with anyone in a supervisory position. Some administrators, who may be especially helpful in advising and aiding a person's own efforts to resolve a problem, are the dean of the school involved, the dean of student services, the associate provost, or the equal opportunity officer.

Copies of the complete texts of the University positions in these areas are available in the offices of the dean of student services, the University Counseling Center, and through the PREPAR task force.

Student Self-Endangerment Policy

Students who, in the judgment of the dean of student services and with the concurrence of the vice president for student life and instructional resources, have endangered their lives or seriously endangered their health, are subject to immediate suspension from the University. Copies of the complete text are available in the student life office.

Involuntary Withdrawal Policy

The University may require a student to withdraw from the University for reasons of physical or psychological health in which the student's continued matriculation poses a significant threat to himself/herself or to another. The standards and procedures to be followed are on file in the offices of the vice president for student life and instructional resources and the dean of student services.

Family Educational Rights and Privacy Act

Each year Wake Forest is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment). Parents and students have a right to be notified and informed. As provided by the Buckley Amendment, you are notified of the following:

1. *Right to Inspect and Review Education Records:* You have the right to review and inspect substantially all of your education records maintained by Wake Forest.
2. *Right to Prevent Disclosures:* You have the right to prevent disclosure of education records to third parties with certain limited exceptions. Wake Forest may disclose information contained in your education records when a student has given prior written consent or where a student does not object to disclosure of directory information. Furthermore, under the law, the University has the right to inform parents of dependent students and certain other qualified individuals of the contents of education records.
3. *Right to Request Amendment of Education Records:* You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

4. *Right to Complain:* You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202, if you believe that Wake Forest has failed to comply with FERPA.
5. *Right to Obtain Policy:* You have the right to obtain a copy of the written institutional policy adopted by Wake Forest in compliance with the Buckley Amendment. Copies are available in the Office of the Dean of the College.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) date of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information such as a photograph.

Directory information may be disclosed by Wake Forest for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Dean of the College on or before September 1 of the current academic semester. Forms are available at that office.

If a refusal is not filed, Wake Forest assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

Fire Alarm System

The campus fire alarm system is critical to the protection of the lives and property of students. *General Statutes 14-286* of the North Carolina Criminal Law pertains to giving false fire alarms or tampering with fire alarm equipment as follows:

It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any system, except in case of fire, or will-

fully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system.

Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500), imprisonment for not more than six months, or both.

The minimum mandatory penalty under the University judicial system is the immediate cancellation of the student's housing contract.

Any student who does not leave the residence hall during a fire drill will be subject to a maximum penalty of \$40 or mandatory participation in a work program, imposed by the Case Referral Panel.

Identification/Meal Cards

Students are required to carry — and upon the request of authorized University personnel, including residence hall and library staff members, to exhibit — their University identification (ID) cards. These cards are used for admission to athletic events and to the Secrest Artists Series, as well as for other purposes of identification. ID cards are not to be used by anyone other than the persons to whom they are issued. Students who falsify information on their ID cards are subject to disciplinary action. During orientation all new students are photographed for identification cards. The ID card is permanent, is the property of the University, and is issued for use during enrollment at Wake Forest. When students withdraw or graduate, they must turn in their ID cards to the controller. If a card is lost, a charge of \$15 will be made for a replacement. Replacements are handled by the student life office in the Benson Center.

Alcoholic Beverages

Students are subject to all state and local regulations concerning the use of alcoholic beverages. Public intoxication, consumption, or display of liquors, wines, or beers in residence halls or elsewhere on campus is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol will be dealt with severely.

The North Carolina law concerning the purchase and possession of alcoholic beverages was changed, effective September 1, 1986. The minimum age for the possession of any alcoholic beverage is twenty-one. The other provisions of the law are:

- (1) It is unlawful for a person under twenty-one to purchase, to attempt to purchase, or to possess any

alcoholic beverage.

(2) If a person, who is under the lawful age to purchase, aids or abets another in violation of (1), it is a misdemeanor punishable by a fine of up to \$500 or imprisonment for not more than six months.

(3) If a person, who is over the lawful age to purchase, aids or abets another in violation of (1), that person is guilty of a misdemeanor punishable by a fine of up to \$2,000 or imprisonment for not more than two years.

(4) It is unlawful to use identification fraudulently or to allow another person to use one's own identification fraudulently to obtain alcoholic beverages illegally.

Persons of legal age may consume alcoholic beverages in the following locations: leased lounges (members and guests only), residence hall rooms (not hallways or lounges), and University apartments. Individuals consuming alcoholic beverages at a registered social function have additional rights and responsibilities as stated in the University alcohol policy. Copies of the full policy are available in the student life office.

Alcohol, liquors, wines, or beer may not be consumed or displayed in classroom buildings, Reynolda Hall, the library, the gymnasium, Wait Chapel, Wingate Hall, areas outside buildings — including lawns, courtyards, and balconies — grounds and buildings of Reynolda Gardens, all formal parlors and hall lounges, corridors in the residence halls, sun decks and patios. Wine or beer may be consumed in the dining areas of Reynolda Hall and on fraternity patios after 6 p.m., with the approval of and under the guidelines set by the dean of student services or his designate. Kegs of beer must be registered and are permitted only in leased lounges. Empty kegs must be stored on ground floors and out of public view. The dean of student services or his designate reserves the right to determine the amount of beer and wine served at any undergraduate social function.

Organizations conducting a formal recruitment period (commonly referred to as "rush") shall not permit alcoholic beverages to be present during that recruitment period at any social function. Social functions sponsored by students or student organizations may be advertised if the advertisement makes no reference, either explicitly or implicitly, that alcoholic beverages will be served.

Organizations that sponsor parties have the responsibility to inform their members and guests of the state law and University regulations concerning alcohol in both non-party and party situations. A party is defined as a planned function which has guests, refreshments,

and entertainment. Social functions with alcohol are prohibited during final examinations, beginning 48 hours before the examination period begins.

Organizations or groups sponsoring parties must uphold both University regulations and North Carolina laws concerning the use of alcohol. The following guidelines must be observed:

I. All campus social functions are private events and attendance is limited to members of the Wake Forest community and invited guests, unless made more restrictive by the sponsoring organization(s).

II. All social functions with alcohol present must be registered with the student life office three working days in advance or otherwise approved by the dean of student services.

III. Sponsors must have two members of the organization at each door of the party verifying the ages of those who enter. One of the members must be an upperclassman or sophomore. Everyone must enter initially from the main entrance. The door verifiers may not consume alcoholic beverages while on duty. A University ID and driver's license or passport are acceptable forms of verification.

If a party is co-sponsored by two organizations, each organization is responsible for having a member at the main entrance checking IDs and a member at all other exits. Should a violation occur, sanctions will be implemented upon both organizations according to whether or not it is the organization's first, second, or third violation.

A. Anyone attending a function must obey verification procedures approved by the dean of student services or his designate.

B. Each sponsoring group is responsible for verifying the legal drinking age of those attending even though they may have already been checked at another party.

C. Upon entering a party, an individual must present a driver's license or passport at the door, must sign the guest log, and, upon request, must submit a Wake Forest ID. People outside the Wake Forest community will only be allowed to enter the party accompanied by a Wake Forest community member.

D. In the instance where alcohol is provided by the sponsoring organization(s), a uniform, identifiable cup and wristband will be issued at the party entrance to each person who is twenty-one (21) years of age or older. The wristband is to be affixed to the person's wrist at the party entrance. Only those individuals displaying the cup and

designated wristband are to be served alcohol and are allowed to consume alcohol. No BYOB containers or oversized cups are permitted at the social function.

E. In the instance where a party is considered to be "bring your own" (BYOB), a wristband will be issued at the party entrance to each person who is twenty-one (21) years of age or older. The wristband is to be affixed to the person's wrist at the party entrance. Only those individuals displaying the designated wristband will be able to enter the party with alcohol and only those individuals displaying the designated wristband will be able to consume alcohol.

F. Each person who is under age or who has not presented an acceptable ID for age verification must sign a log book as they enter the party and must refrain from drinking.

G. Age verification procedures must be approved on the registration form. Any exception to the verification procedure must be approved in advance on the registration form by the dean of student services or his designate.

IV. At no time during a party shall the number of people exceed the fire code occupancy limit. At such time that the party has reached its maximum capacity, the door shall be closed by the designated party hosts. As people leave the party, that same number shall be allowed to enter the party.

V. Sponsoring organizations must have two members serving as party hosts, one of which must be a junior or senior. The hosts are responsible for the management of the party and must be present for its duration. Their names and their duty hours must be indicated on the party registration form. They must report to the party supervisor on duty in the student life office before the party begins and they may not drink alcohol during the party.

VI. Sponsoring organizations are required to post at least two signs stating the law.

A. The signs will be provided by the student life office.

B. One sign will be posted at the entrance and one will be posted at the serving area. They must be easily seen.

C. The signs must include a statement that it is illegal to serve those under the legal drinking age.

VII. The sponsoring group must also supply non-alcoholic beverages and food which are attractively displayed.

A. The non-alcoholic beverages must be pre-mixed, easily accessible, easily seen, and, together with food, available in sufficient quantities as long as alcoholic beverages are available.

B. All alcoholic beverages at a party are the responsibility of the group. Individuals may not bring alcohol to those functions for which the host organization is providing alcohol. If the organization is not serving alcoholic beverages, it is still responsible for the consumption and distribution of any alcoholic beverages.

VIII. Groups providing alcoholic beverages have the responsibility for serving them. Only those of legal drinking age who are members of the organization may act as servers. The group is responsible for insuring that servers check for wristbands and that only those of legal drinking age are served.

IX. Social functions, with or without alcohol, to which non-University, off-campus groups have been invited are to be registered in the office of student life at least five working days prior to the event. The dean of student services may determine that a sponsoring organization will be required to hire security personnel to assist in supervising a registered social function.

X. Social functions or thematic parties which utilize combustible materials or which alter the environment must receive prior approval from the dean of student services or his designate and comply with safety and clean-up guidelines for such events.

XI. Guidelines for social events where beer and wine are served which are not covered by the preceding regulations are available in the student life office. Authorization for these events is granted on a case-by-case basis by the dean of student services or his designate. Registration requests must be submitted three working days in advance of the event.

XII. The host organization(s) is(are) responsible for abiding by and enforcing the above policy. The penalties for violations of the above rules are as follows:

A. FIRST VIOLATION: Loss of social privileges involving alcohol for three (3) school weeks.

B. SECOND VIOLATION: Loss of social privileges involving alcohol for six (6) school weeks.

C. THIRD VIOLATION: Loss of social privileges involving alcohol for ten (10) school weeks.

D. Accumulation of violations will be per school year. Penalties will be carried over, but not violations. For example, should an organization lose social privileges for four weeks and there are only two weeks left in the school year, the organization will continue loss of social privileges for the first two weeks of the following school year. At that time, that organization's slate will be wiped clean. If an organization is not under any restrictions of the alcohol policy at the end of a school year, its slate is clean at the beginning of the following school year.

The president of each organization will sign a statement for the student life office saying that he/she has thoroughly explained the Wake Forest University Alcohol Policy to the members of his/her organization.

Organizations holding social functions off-campus at which alcohol is available must abide by all laws and be aware that their organization represents Wake Forest University. The organization may be held accountable for its actions through the University judicial process.

XIII. Individuals who violate University regulations or state law will be dealt with in the following manner:

A. A report will be filed with the dean of student services.

B. The individual will meet with the assistant director of residence life.

C. The individual will attend an alcohol education session.

D. For the first offense, the student may be referred to the Case Referral Panel by the dean of student services.

E. A student found to be in violation of the state law beyond the first offense or an individual caught aiding and abetting will be referred to the Case Referral Panel.

F. The recommended range of penalties is:

1. community service
2. social probation, terms to be established by the Panel (e.g., not permitted to pledge to a fraternity or society for one semester, not permitted to hold a student leadership position)
3. loss of right to register an automobile

4. loss of priority points for housing

5. low housing priority

6. loss of housing

7. a combination of the above

8. suspension

Substance Abuse Policy and Program

The University recognizes the potential harmful effect that substance abuse can have on the lives of individual members within the Wake Forest community. To that end, the University has adopted a Substance Abuse Policy and Program which addresses the issues of identification, confidentiality, education and treatment and penalties for violation of the policy. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to the health educator for assessment may be required to participate in an education and treatment program. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.

A. Standards of Conduct

Wake Forest University is unequivocally opposed to alcohol and substance abuse and the unlawful possession, use or distribution of drugs by students on the University's property or as any part of the University's activities. Any illegal possession, distribution, and use of alcohol and/or controlled substances are prohibited by the University.

B. State and Federal Sanctions

The local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as "controlled substances." The punishment includes a term of imprisonment as well as a substantial fine.

The federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this Act. The nature of the offense and whether the person

has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 188 of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

C. Health Risks

Wake Forest University recognizes that the state of an individual's overall health affects academic performance, job performance and all facets of a student's life. Alcohol and substance abuse rank as one of the major health and economic problems in this society. The use of the stimulants — cocaine, crack and ice — include such health risks as central nervous system dysfunctions, convulsions, hypertension, heart irregularities, nasal destruction, and a potential for sudden death. A longer lasting paranoia and unpredictable violent behavior have been associated with the use of ice. Apathy, decreased visual perception, impaired psychomotor skills, and memory loss may be associated with the use of marijuana. Alcohol is a sedative affecting the central nervous system. In addition to intestinal disorders and liver disease, the abuse of alcohol may lead to unpredictable behavior, the impairment of judgment, dangerous mob activities such as drinking games, and unwanted sexual behavior (acquaintance rape). The misuse of alcohol has given rise to unwanted pregnancies and a greatly increased number of sexually-transmitted diseases.

D. Treatment and Rehabilitation Programs

The Substance Abuse Program, revised in March of 1989, provides a protocol for counseling and treatment of a student identified as having a substance abuse problem. Consultation with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol abuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further disciplinary action by the University.

E. University Sanctions

Disciplinary proceedings against a student will be initiated in accordance with the judicial procedures of the appropriate undergraduate or graduate school. When there is a reasonable basis

for believing that the person has violated this policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the University, disciplinary action will be instituted. It should be noted that though an offense may be the subject of legal action by the civil authorities, University officials are free to initiate disciplinary actions that may result in additional penalties.

Penalties

The penalties may range from written warnings with probationary status to expulsions from enrollment. The following minimum penalties will be imposed for the particular offenses described:

Trafficking in Illegal Drugs. The term "trafficking" is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts that is the subject of North Carolina General Statute 90-95(h).

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), a student will be expelled.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, pentobarbital, codeine), the minimum penalty is suspension from enrollment or from employment for a period of at least one semester or its equivalent.

Illegal Possession of Drugs. For a first offense involving the illegal possession of any controlled substance identified in Schedule 1, N.C. General Statutes 90-91 through 90-94, the minimum penalty is probation and revocation of the housing contract, for a period of at least one semester or its equivalent.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty is probation and revocation of the housing contract, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing at

his/her own expense, and accept such other conditions and restrictions, including a program of community service, as the vice president for student life and instructional resources deems appropriate. Refusal or failure to abide by the terms of probation will result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, including expulsion of students.

When a student has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings, where the student's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

The vice president for student life and instructional resources will submit to the president of the University a report on campus activities related to illegal drugs for the preceding year. The president will forward this report to the Board of Trustees. The reports will include, as a minimum, the following: (1) a listing of the major education activities conducted during the year; (2) a report on any illegal drug-related incidents, including any sanctions imposed; (3) an assessment by the president of the effectiveness of the campus program and sanctions and; (4) any proposed changes in the policy on illegal drugs.

Amplified Music

Amplified bands and juke boxes are restricted from performing or being played after midnight Sunday through Thursday, or after 1:00 a.m. on Friday and Saturday nights. Amplification systems, including stereos and radios, may not at any time be played loudly, be placed in residence hall windows, or be used with the intention of entertaining persons outside the resident's or organization's room. Violators will be fined \$60 for each incident or \$60 per hour or fraction thereof, whichever is greater.

Sales and Solicitations

All on-campus sales and solicitations must be operated or sponsored by a University-recognized student

organization and must receive the proper authorization. Sales and solicitations in the residence halls must be approved by the director of residence life and housing. Sales and solicitations in the Benson Center must be approved by the director of Student Union. Sales and solicitations in other public and common areas on campus must be approved by the director of student development.

Campus Posting

In an effort to effectively convey information of importance to the University community, and at the same time to keep the campus free from litter, the following guidelines have been established for the posting of notices and printed materials.

- I. All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or University department or otherwise be approved by the dean of student services or his designate in advance.
- II. Items may be placed on bulletin boards and on stone, brick, concrete and natural wood surfaces.
- III. Items may be hung *only* with masking tape, "Scotch" tape or thumb tacks, and staples (bulletin boards only).
- IV. Items should be run-proof, especially when posted in outdoor areas. Damages resulting from stains caused by inks or paints which run will be billed to the posting individual or organization.
- V. Persons responsible for posting items must remove them when the material becomes out of date. All materials used to secure the posted item should be carefully removed.
- VI. Items improperly placed or which become unreadable will be removed by University staff.
- VII. *Restrictions:*
 - A. No items may be posted on trees, sidewalks, iron railings, lamp posts or on any other *painted surfaces*; for in removing the tape, the paint often comes off, leaving an unsightly place.
 - B. No items may be posted on glass doors or window so as to obstruct or limit vision.
 - C. Materials should not be placed in or on Wait Chapel or the library, as well as on the outside entrances to Reynolda Hall, Tribble Hall, and the Benson Center.

- D. Additional guidelines apply for posting materials in the Benson Center and in the residence halls and are available at their respective offices.
- VIII. Advertising which promotes the use and/or sale of alcohol is prohibited.
- IX. Damage due to improper placement will be treated as violations of University regulations, and will be dealt with by appropriate University officials.
- X. Repeated violations of these guidelines will be referred to the dean of students for disciplinary action.

Hazing

Hazing in any form by any organization is strictly forbidden by the University and prohibited by state law. Hazing is defined as any planned or created situation, on or off campus, that is demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well-being of any person. Activities and situations considered hazing include paddling in any form; creation of excessive fatigue; morally degrading or humiliating games and activities; late-work sessions which interfere with studying; and any other activity which is inconsistent with the policies and regulations of Wake Forest University. Pledging activities must not interfere with any pledge's class attendance and class preparation. Any fraternity, society, sorority, or other student organization found guilty of hazing will be subject to serious disciplinary action. Questions about what constitutes hazing should be addressed to the dean of student services.

Visitation

Visitation is approved for the following hours:

Monday-Thursday—10:00 a.m. to 2:00 a.m.
Friday, 10:00 a.m. to Monday, 2:00 a.m.

- I. General Conditions
 - A. Students are not permitted in rooms, suites, or halls designated for members of the opposite sex except during approved visitation hours.
 - B. There will be no visitation restrictions placed on students residing in satellite University housing. This includes student apartments, townhouses, theme housing (i.e. language houses), and houses located on Henning, Owen, and Student Drives.

C. In accordance with University regulations regarding social functions, all social events will end at 1:00 a.m., and all guests will be required to vacate the leased lounge or party location. The visitation hour approval does not apply to parties in leased lounges.

II. Establishing Policy

A. All residents will be able to establish more restrictive visitation hours for their individual hall or suite.

B. At the beginning of each semester, all the residents will determine their individual hall or suite visitation hours facilitated by their resident adviser within the bounds of the hours stated above.

C. Hall and suite hours will be determined through a secret ballot vote by the residents of that hall/suite. Visitation hours will be decided upon following agreement by a majority of the hall/suite residents.

D. Posting of visitation hours will be the responsibility of the House Council of each residence hall. The schedule of hall policies will be posted (1) at the reception desk, (2) at lobby phones, and (3) on the doors on stair landings.

III. Enforcement

A. It will be required of each individual resident to assume responsibility for his/her own actions.

B. It is the responsibility of each resident to confront and communicate with other residents of that hall that are failing to assume their own individual responsibility. The resident adviser should be called upon when an individual continues to fail to assume responsibility.

C. A visitation policy violation occurs with the presence of two members of the opposite sex in a residence hall room, suite, or restricted area between the hours of 2:00 a.m. and 10:00 a.m., Monday morning through Friday morning.

D. There shall be four levels of penalties for violating visitation regulations. Violations will be dealt with as a University housing contract violation. A first offense may result in penalty level one. Thereafter, each additional violation of the visitation regulations may result in the student being assigned the penalty specified for the next highest level. It should be noted that these are minimum penalties. Any violation of other University rules and regulations committed during a violation of the visitation regulations shall be

dealt with in the proper manner. Responsibility is shared by men and women who are found party to a violation of this policy, regardless of where the violation occurs.

Penalty Level	Penalty
One	A written warning from the residence life and housing office shall be entered on the student's record.
Two	A fine of \$15 will be charged to the individual(s) who have committed the violation.
Three	A fine of \$20 will be charged to the individual(s) who have committed the violation and loss of one housing point.
Four	Immediate loss of University housing. Students must vacate their residence hall within twenty-four hours of notification.

All incidents involving additional violations will result in the usual incident report and sent through the judicial system. Seniors and off-campus students may be assigned more appropriate sanctions for levels three and four. Note: All fine monies will be given to the Resident Student Association to be appropriated for House Council activities.

IV. Privacy/Security Hours

A. The purpose of privacy hours is to insure that the privacy, security, and rights of individual residents are protected. They are enacted to insure that individuals will act with respect and responsibility toward other residents who reside within their building.

B. Privacy hours are in effect Monday through Friday from midnight to 10:00 a.m. and on Saturday and Sunday mornings from 2:00 a.m. to 10:00 a.m.

C. A privacy hours violation is defined as: (1) noise or other activities which are excessively loud and bothersome to other people and (2) an individual who is not invited or does not have a resident host.

D. It is the right and responsibility of residents to confront a situation and/or an individual who is in violation of one's privacy. If an individual can rectify the situation/problem without the assistance of a resident adviser, then no penalty will be imposed. The resident adviser will be available when called upon or needed. As students, resident advisers may also confront and deal with situations which are bothersome to them.

E. There shall be four levels of penalties for violation of privacy hours. Violations will be dealt with as a University housing contract violation. A first offense may result in penalty level one. Thereafter, each additional violation of privacy hours may result in the student being assigned the penalty specified for the next highest level. Students may receive more than one penalty for the same violation if the first penalty fails to rectify the situation. It should be noted that these are minimum penalties. Any violation of other University rules and regulations committed during a violation of the privacy hours shall be dealt with in the proper manner.

This penalty schedule specifically affects incidents involving a number of individuals who have created a disturbance inside a room, or a suite or hallway.

Penalty Level	Penalty
One	A written warning from the residence life and housing office shall be entered on the student's record.
Two	A fine of \$10 per resident of the room, suite, or hall in which the incident or disturbance has occurred. Also, there will be a meeting with the hall director of the residence hall where the incident occurred.
Three	A fine of \$15 per resident of the room, suite, or hall where the incident or disturbance has occurred. Also, there will be a meeting with one of the assistant directors for residence life and housing.
Four	In cases of extremely serious violations, loss of housing points or University housing may occur.

F. When an incident occurs in a room, suite, or hall, it is the responsibility of the individuals who reside therein. When a violation occurs, the penalty will be assigned to those residents. Resident advisers will not be responsible for the identification of any other individuals present in the case of "privacy hours" violation. The duty of the resident adviser, in the event one is required to control the disturbance, shall be only to identify the names of the residents of the room, suite, or hall so that they may be warned or fined. It is the responsibility of those residents who reside therein to act accordingly when confronted, as well as to deal with others who were responsible for the violation.

G. All residents of a room, suite, or hall in which a disturbance occurs will be held responsible. Thus, it becomes the responsibility of roommates, suite-mates, and hallmates to assist in the control of resident and guest behavior.

H. All roommate and other resident relationship problems will be responded to by the residence life and housing staff.

V. Security

A. A resident adviser in each building will be on call for problems, services and emergencies beginning daily at 5 p.m. One hall director will be on emergency call duty for the entire campus beginning at 5 p.m. each work day and continuing a 24-hour on call duty throughout weekends. Students may reach the hall directors on call by contacting University security (759-5911).

B. The front desk of each building will be staffed by a resident adviser during a two-hour period each night between the hours of 7 p.m. and 12 midnight. (Desk hours will be posted in each residence hall).

C. The main residence hall entrance door will be locked at midnight. Residence hall entrance doors will be unlocked at 7 a.m. to facilitate the entry and exit of housekeeping staff.

D. Access into those buildings after the time the door is locked will be gained by residents who reside therein via their residential identification card (SFI keycard). It is a judicial violation to enter the residence hall using someone else's ID card or to be present without being invited by a specific resident. Students who are not a resident of that hall may enter during approved visitation hours after the doors are locked only by having a person with whom they are acquainted open the door for them. In order to insure privacy and security, that individual who opens the door will be responsible for all of those whom he/she lets into the building. Phones are located on the outside of the front entrance of each residence hall. Students may use these phones to have someone grant them access.

E. Students in residence halls with card access systems will be issued an "SFI key card" through the Office of Residence Life and Housing. All residents who lose or misplace their residential identification cards must report it to the Office of University Security within 24 hours or during the earliest work day. A new access code will im-

mediately be activated, thus cancelling the lost residential ID card.

University security will issue replacement "SFI key cards," Monday thru Friday, between the hours of 9:00 a.m. and 3:00 p.m. A \$15 replacement fee will be charged by residence life and housing.

F. All side doors will be locked to outside entrances and will be alarm-activated. Door propping or activating the alarm is a violation of the University housing contract and may result in loss of housing.

VI. Resident Adviser

A. It is the responsibility of the residents to assume responsibility for their own actions and they will be held accountable when an incident occurs.

B. The role of the resident adviser is not to police the residence halls but rather to be called upon when an incident prompts their attention.



University Traffic Regulations

All students (including those in satellite and theme houses) operating a motor vehicle on University property and all students parking a motor vehicle on University property or on city streets near the campus are subject to the Wake Forest University traffic rules and regulations. Students should read these rules and regulations carefully and obey them.

All students bringing a motor vehicle to the campus, including those parking on Wake Forest Road, Wake Forest Drive, Wingate Road, Faculty Drive, Timberlake Lane, Royall Drive, Aaron Lane, Belle Vista Court, Paschal Drive and satellite and theme houses, must register that vehicle with the Department of University Security.

A copy of the University traffic rules and regulations is available from the security office, located in the physical plant building. Students who want additional information about traffic or parking should call the security office at 759-5911. Skating and skateboarding on any Wake Forest thoroughfare are strictly prohibited.

Housing

Housing Assignments

In the mid-spring semester of each year, students who are eligible for and who want to live in residence halls during the following year enter the room assignment process by submitting a housing renewal card by the date publicized by the residence life and housing office. The University guarantees housing for all those admitted as residence hall students, who currently live on campus, who have paid the tuition deposit, and who have not lost their housing eligibility as a result of disciplinary action or academic deficiency. Concession students are guaranteed housing, **if they have been admitted as resident students.**

Room assignments are made according to student preference and on the basis of seniority. Students not living in pre-assigned blocked areas, such as fraternity, society/sorority, theme, freshman, or resident adviser rooms, are eligible for homesteading rights. This entitles them to retain their present room, based on seniority, for the following year. **Group blocking privileges exist only for fraternity, society/sorority, and theme housing.**

First-year students (i.e. freshman) are assigned housing on the basis of a brief interest inventory and

are notified of their room and or roommate assignments during the summer.

Housing During University Recesses

All residence halls will be closed during official University recesses including Thanksgiving (November 27-December 1, 1991), Christmas (December 18, 1991-January 12, 1992) and spring break (March 6-15, 1992). These periods are not covered by the housing contract. All residence halls will close at 5:00 p.m. on the day preceding the break and will reopen at noon of the last day of the break. All students should make arrangements for transportation to and from campus and/or alternative housing arrangements with these dates in mind. Limited exceptions may be made for students who are participating in University-related activities; they must request permission in writing from the director of the residence hall in which they live at least a week in advance of the recess. A final decision on all requests will be made by the director of residence life and housing. Requests submitted after the deadline date will not be honored.

Terms and Conditions of Occupancy

- (1) Each student is responsible for knowing and observing the principles and policies governing conduct and procedures stated in this handbook. These statements are the terms and conditions of occupancy for living in Wake Forest residence halls. Students found to be in violation of these regulations may forfeit the privilege of living in University housing.
- (2) The housing contract extends for one academic year. Only full-time undergraduates in the normal, four-year cycle are eligible for housing.
- (3) The University agrees to make rooms available from the day before registration or such time as the student is notified to report to campus, except during recesses of the University, until the designated closing times for the residence halls or until twenty-four hours after the student's final academic examination for the semester or twenty-four hours after termination of student status, whichever comes first.
- (4) If a student fails to occupy the assigned room within forty-eight hours after the first day of registration without giving the director of residence life and housing proper written notice of late arrival, the student's room assignment will be cancelled.
- (5) Each student must occupy his or her room in person and may not sublet it to another person.

Students may not change rooms without advance approval from the director of residence life and housing. Any changes made without permission will result in a \$25 fine per person involved, and could result in judicial action.

- (6) In the event of the loss of a student's room key, the lock will be changed with new keys issued. The cost of the lock change will be borne by the student.
- (7) The University assumes no responsibility for loss or damage to a resident's personal property. Students should consider purchase of insurance or the extension of parents' insurance to cover such losses.
- (8) Students are responsible for completing all registration and checkout procedures relating to the use of residence hall space. A fine of \$25 will be levied for failure to follow checkout procedures.
- (9) The University reserves the right to make room assignments considered to be in the best interest of the institution and the student body. Students who are assigned for the fall semester and who are academically deficient at the end of the spring semester may forfeit their room assignments. Students in this category who attend the summer session and become eligible to continue in the fall will be placed on a waiting list for assignment.
- (10) Students originally admitted with day-student status **must** place their names on a waiting list each year in order to be considered for room assignment.
- (11) Currently enrolled students who decide not to live in a residence hall after having been assigned space will be liable for rent for the full academic year and lose their right to the space. Prorated refunds are made to students withdrawing from the residence hall only if the student is graduating or does not enroll for the spring semester. Students who are suspended, lose housing privileges, or withdraw from the University will not receive a refund.
- (12) The University reserves the right to assess fines and collect for damages to individual rooms or to common areas within the residence halls. Whenever possible, the individuals responsible for such damage will be charged, but, when this cannot be determined, the students living in that area may be asked to share the expense. All damages should be reported immediately to the residence life and housing staff.
- (13) The University does not assume responsibility for any suit, action at law, or other claim arising

out of injury to the student's person or property while an occupant of a residence hall.

- (14) The University reserves the right to deny participation in the room application process or to cancel the room contract of any student with past due University accounts.

University Rights

- (1) Residence hall staff and custodial and maintenance personnel may enter assigned rooms at reasonable hours for purposes of inspection, maintenance, or to repair rooms and furnishings, or for reasons of health and safety. **Students should be aware that room inspections will take place at Thanksgiving, Christmas, and spring break as well as pre-announced health and safety inspection periods.**
- (2) Search of residence hall rooms may be made by authorized University officials, including residence hall staff, in emergencies when life or property appear to be in danger or to investigate suspected violations of state or federal law or University policy where reasonable cause has been established.
- (3) The residence life and housing office has the right to levy and collect fines for unauthorized use or alterations of rooms, equipment, or buildings, for special cleaning necessitated by improper care of rooms and equipment, and for non-compliance with registration or checkout procedures. Copies of specific policies which relate to these fines are available in the Office of Residence Life and Housing.
- (4) The director of residence life and housing reserves the right to require single occupants living in double rooms to move together in order to open double rooms for others.
- (5) The University furnishes each student living in University housing with a twin-size bed, a chest of drawers, a closet, a desk, and a chair. Students may provide draperies or other decorations. The University does not provide linen or pillows. Custodial service is provided for residence hall areas other than students' rooms. Students are responsible for keeping their rooms orderly and sanitary and for cooperating in the upkeep of common areas. The residence life and housing office reserves the right to levy and collect fines for unsanitary conditions or severe neglect in the upkeep of a room or lounge (trash-ing fines); it also reserves the right to levy and collect "group" bills for common area damage.

- (6) The University reserves the right to disallow furniture and fixtures which students add to the rooms if it is determined that those items present a health or safety hazard.

Residence Halls

- (1) Students must not interfere with the comfort, study, or rights of others. Occupants of residence halls are expected to refrain at all times from making excessive noise. Stereo speakers are not to be placed in residence hall windows and must not be played with the intention of entertainment outside the resident's room. Excessive noise offenses will result in a \$60 fine.

- (2) The use of a residence hall room as a sales or service office or store room without permission in writing from the residence life and housing office is prohibited.

- (3) Animals are not permitted in the residence halls. Violations will result in a \$60 per animal fee and the animal will be removed from campus immediately.

- (4) In order to insure maximum health and safety standards in the residence halls, three categories of electrical appliances have been established. They are:

(a) appliances which may **not** be used or stored in the residence halls. These include toasters, toaster ovens, microwave or convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, or electric blankets. Air conditioners are permitted only under the provisions outlined in item (5).

(b) appliances which may be used **and** stored in student rooms. These include musical appliances, hair dryers, blenders, hot-air popcorn poppers, fans, and refrigerators which meet the guidelines outlined in item (6).

(c) appliances which may be stored in rooms and used in kitchens or ironing rooms. These include irons, oil popcorn poppers, coffee makers, and hot pots of any kind.

Any violation of these policies may result in confiscation of the appliance. Second offenses will result in a \$25 fine.

- (5) Air conditioners are permitted only with a certified medical statement. Permission from the director of residence life and housing must be obtained. Permission will be granted for medical reasons that are documented by a physician's letter prior to

the registration of the air conditioner, at which time a \$25 electrical surcharge will be collected.

- (6) Refrigerators which meet University standards (maximum 1.5 amps/5 cubic feet) are permitted.
- (7) All extension cords used in the residence halls must be U.L. approved. Multi-plug outlets with 15-amp circuit breakers approved by U.L. should be used with more than three appliances, including computers.
- (8) Any type of open flame (burning candles and incense, for example) is strictly prohibited.
- (9) Possession of locally, state, or federally owned property is prohibited, including street signs, realtor's signs, road signs, and equipment owned by the Department of Transportation. Violators will be referred to University security and signs will be confiscated by security or residence life and housing staff.
- (10) Water beds are not allowed in residence halls because of potential leakage and damage to property.
- (11) Furnishings are not to be used for any function other than their intended purpose. University equipment, furniture, or furnishings may not be removed or disassembled. Violators will be fined and possibly charged with a judicial violation. Students will be charged for replacement or repair costs.
- (12) The installation of furnishings or alterations such as loft systems and partitions is prohibited except as authorized by the director of residence life and housing. A deposit may be required. Any loft system installed must be registered and treated with a fire retardant varnish. A smoke detector must be installed in the room by the student. Unregistered loft systems must be removed within twenty-four hours; the student will be fined \$25.
- (13) With the exception of the sun decks on the south side of the campus, students are not permitted on the roofs of any University building. The graveled roofs of the quad residence halls and slate roofs on south campus cannot be used because of the possibility of personal injury as well as damage to the structure. Students seen on any roof will be fined \$50 for the first offense, \$100 for the second offense, and \$200 for the third offense. The fraternity or house organization will be billed automatically when students are seen on roofs adjacent to their suites.
- (14) Students are not permitted to jump or climb from the balconies of residence hall buildings.

Students also are not permitted to throw items (e.g. university property, water balloons, etc.) from the windows or the balconies. A fine and/or judicial action will result.

- (15) Students are not allowed to entertain members of the opposite sex in residence halls except during approved visitation hours. Violators will be referred to the judicial process.
- (16) Tampering with fire alarms or fire equipment is prohibited. The minimum mandatory penalty is the immediate cancellation of the student's housing contract. Unintentional setting off of the alarm (such as with kitchen smoke) will result in a judicial referral for settlement.
- (17) Contraband items not permitted in the residence halls include illegal drugs (cocaine and marijuana, for example); drug paraphernalia; deadly weapons; alcoholic beverages for those under the legal drinking age; unregistered kegs or party balls; city, state, or federal street and highway signs; and electrical appliances listed in (4a). Empty kegs or party balls may not be stored in rooms or used for decorative purposes.
- (18) Students who take screens out of windows will be fined \$15. They will be charged full replacement costs for missing screens. Please refer to the screen policy, available from the Office of Residence Life and Housing, if you have questions.

Housing Contract

A. University Obligations

- (1) The University will provide the assigned room from the day before the next fall registration of Wake Forest College, or when the student is officially notified to report, except during stated recesses of the College, until twenty-four hours after the student's final academic examination for the spring semester or after termination of student status. A senior who will be graduated may delay vacating the room until 5:00 p.m. on Commencement day.
- (2) In the event of mechanical difficulty (air conditioning, heat, hot water, and other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service. However, there shall be no abatement in residence hall charges because of such a failure.

B. Obligations of the Student

The student will

- (1) use the room as his or her residence during the applicable academic year in accordance with this agreement.
- (2) exercise reasonable care in the use of the room and the facilities of the residence halls, and know and abide by all regulations pertaining to the residence halls of the University, whether such regulations are now in effect or will be enacted in the future.
- (3) hold harmless the University from any suit, action at law, or other claim whatsoever resulting from or arising out of any injury to the student's person or property while a resident of a residence hall under this agreement.
- (4) pay to the University the cost of replacement or repair for any breakage or damage to the room, its fixtures or appurtenances, and a pro rata share for damages to commonly-used property when the identity of persons responsible cannot be reasonably determined.
- (5) pay charges for both semesters in a timely manner in the amounts prescribed by the schedule of payments as issued by Wake Forest University for the type of room assigned.

C. Refund Policy

- (1) The University will refund the pro rata portion of the student's payments upon withdrawal from the residence halls for the following reasons: (a) the student graduates; (b) the student does not enroll in the College for the spring semester, providing written notice is received in the residence life and housing office at least two weeks prior to registration for that semester; (c) health reasons, approved in writing by the director of the Student Health Service. Any withdrawal for the reasons above terminates the student's rights under this agreement.
- (2) If it is determined by the University that the student's health renders group living hazardous, then this agreement shall terminate upon notice to the student. The University will make a pro rata refund of the housing fee paid.
- (3) If the student is suspended from the University or removed from University housing as a result of a disciplinary proceeding, the student is not entitled to a refund.

- (4) If a student, who is currently enrolled in the College, breaches the housing agreement by not occupying an assigned room or by vacating the room prior to the end of the spring term as specified in A.(1), the student is obligated to pay charges for both semesters. If no additional unoccupied space will result from the breach, then the Office of Residence Life and Housing may grant approval in advance to charge only pro rata charges for the room.

D. General Conditions

- (1) The University reserves all rights in connection with the assignment or reassignment of rooms. Additionally, any student whose actions are found by the University or its designated agent to be detrimental to the welfare of a student living group may be required to withdraw from the housing assigned without further University obligation.
- (2) If a student is assigned a room for the next academic year and is academically ineligible to continue at the end of the first summer session immediately preceding, the room assignment will be cancelled. If the student attends the second summer session and is permitted to return in the fall, the student may request placement on a waiting list, but housing is not guaranteed.
- (3) In the event this agreement is used for assignments after the fall semester has begun, it will be effective for the remainder of the academic year.
- (4) The University is not responsible for the loss or damage to items of personal property of the student in residence halls, luggage rooms, or on its grounds before, during, or subsequent to the period of the agreement.
- (5) The student grants permission for entry and inspection of the assigned room by authorized University personnel according to policies in the current *Student Handbook*.

Immunization Policy

Wake Forest University and *North Carolina State law* require that all new, transfer, readmit, unclassified or visiting students, except those with a valid exemption, submit certification of certain immunizations **PRIOR TO REGISTRATION**. Documentation should be on or attached to the completed health summary form provided by

the *Student Health Service* in order to assure correct identification of the student. Acceptable documentation is a statement signed by the appropriate official(s) having custody of the records of immunization, such as a physician, county health department director or a certificate from a student's high school containing the approved dates of immunizations.

The American College Health Association recommendations and *North Carolina State law* require certification in accordance with the following:

- (1) **Tetanus and Diphtheria (Td)**. Students must document a Td immunization series AND a booster within ten years of enrollment.
- (2) **Rubeola (measles)**. Students must document two doses of live virus measles vaccine after 12 months of age (after 3/21/63*) unless (a) they have a physician's certificate which states that they have had measles, (b) they were born prior to 1/1/57, or (c) they have proof of a titer indicating they are immune.
- (3) **Rubella (German measles)**. Students must document that they have had one dose of live virus vaccine after 12 months of age (after 6/9/69*) unless (a) they have proof of a titer indicating they are immune, or (2) they will be fifty years old before they enroll. History of the disease is **not** acceptable.
- (4) **Mumps**. Students must document that they have had one dose of live virus mumps vaccine after 12 months of age (after 12/28/67*) unless (a) they have a physician's certificate which states that they have had mumps, or they were born before 1/1/57.
- (5) **Polio**. Students must document that they have had either trivalent or monovalent oral polio vaccine unless they will be eighteen years old or older when they enroll. A booster is recommended for students traveling to countries where polio is endemic.
- (6). A **Tuberculin skin test** is required within twelve months of enrollment. If the student is known to be tuberculin-positive or if this test is positive, a record of treatment is required.

**Indicates date the vaccine was licensed by the FDA. Combination vaccines have different licensure dates.*

The North Carolina state requirements must be documented within thirty days following enrollment. After that time, nonimmunized students cannot attend classes until their immunizations are documented. Please note that some series require several months for completion.

Student Health Insurance

All Wake Forest students are required to have health insurance. Wake Forest offers student health insurance through ABCO 100 at a reasonable cost. Information concerning the insurance will be mailed directly to your home address. If you do not receive the information, call ABCO at 1-800-222-5780. **Each student will be required to sign up for the plan offered, or sign a waiver showing other coverage.**

Human Immunodeficiency Virus (HIV) Infection Policy

The human immunodeficiency virus (HIV) is the infectious agent which causes acquired immunodeficiency syndrome (AIDS). HIV primarily affects immune system white blood cells, and the degree of the resulting compromise of the immune system determines an infected person's clinical status. Anyone infected with HIV is infectious to anyone with whom he or she has unprotected sexual intercourse or shares blood. A protective vaccine has not been developed. Limited treatment which may delay AIDS manifestations is now available, therefore clinical testing of persons involved in risky behaviors is encouraged. HIV infection is a continuum ranging from no obvious disease, to recurring infections with remissions, to deterioration, to death. Studies to date indicate that 100% of people infected with HIV eventually developed AIDS.

Transmission of HIV has only been documented through unprotected sexual intercourse, blood and blood product exchange (primarily by sharing contaminated needles when using intravenous drugs), and from HIV-infected pregnant women to their infants. HIV infection is not spread by casual contact; therefore, persons infected with HIV do not pose any risk of HIV infection in routine social, occupational, educational, or recreational settings.

In view of the scientific evidence about how HIV can and cannot be transmitted by asymptomatic and symptomatic persons, the following policies apply to members of the Wake Forest University (Reynolda campus) community:

(1) Members of the Wake Forest University community will receive updated information on HIV infections, their outcome, transmission, and prevention. Dissemination of this information will be supervised by the Health Advisory Board.

(2) Mass screening of community members for HIV infection is not indicated at the present time and will not be done.

(3) Persons with any form of HIV infection will be expected to inform health care practitioners prior to assessment and/or treatment of their infectious condition.

(4) The need for accommodations and restrictions of HIV-infected persons will be determined on a case-by-case basis. Recommendations concerning each case will be made by the Health Referral Advisory Board to the vice president for student life and instructional resources.

(5) Clinical records of persons with HIV infection will be kept confidential in accordance with the University's record-retention policy. Public health officials will be informed of the existence of such cases as required by law.

(6) HIV-infected persons refusing to comply with recommendations of the medical staff of the Student Health Service will be referred to the vice president for student life and instructional resources.

(7) Questions concerning the University's policy, educational information, or the treatment of cases will be referred to the Health Advisory Board. Members of the board include the directors of the Student Health Service (chair), University Counseling Center, campus ministries, residence life and housing, and a faculty member of the Division of Infectious Diseases at Bowman Gray School of Medicine, a staff member of the University Counsel, a faculty member from the Reynolda Campus, the health educator, and a student member.



Useful Telephone Numbers*

*Unless otherwise noted, the prefix for all numbers is 759.

Activities Coordinator/Campus Calendar	5788	Microcomputer Center	5543
Admissions and Financial Aid	5201	Military Science Department	5308
Alcohol Event Registration	5226	Minority Affairs Office	5864
Anthropology Department	5945	Museum of Anthropology	5282
ARA Food Services	5607	Music Department	5364
AROTC/Military Science	5308	National Defense Loans/Perkins Loans	5189
Art Department	5310	Old Gold and Black	5280
Asian Studies	4951	PASS-Program of Academic Support Services	5410
Athletics	5616	Philosophy Department	5359
Babcock Graduate School of Management	5422	Physical Plant	5611
Baptist Student Union	5021	Physics Department	5337
Barber and Beauty Shop	759-2443	Placement Office	5246
Biology Department	5323	Politics Department	5449
Bowman Gray School of Medicine	748-2011	Pool	5204
Business and Accountancy, School of	5304	Post Office, WFU Contract	5298
Campus Ministry	5248	Pre-Graduate School Advising	5156
Career Services	5156/5246	Pre-Law Advising	5450
Chaplain	5210	Pre-Med Advising	5311
Chemistry Department	5325	President	5211
Classical Languages Department	5330	Provost	4900
College Bookstore	5603/5144	Psychological Services	5273
Computer Center	5261	Psychology Department	5424
Computer Science Department	5354	Public Affairs, Office of	5237
Controller's Office	5234	Registrar's Office	5207
Counseling Center	5273	Religion Department	5461
Cross Campus	5788	Residence Life and Housing	5185
Dance Series	5393	Reynolda House	725-5325
Deacon Shop	5606	Romance Languages Department	5487
Dean of the College	5311	Russian Department	5359
Dean of Student Services	5226	Scholarships and Financial Aid	5176
Dean of the Summer Session	5216/5664	Secret Artists Series	5757
Debate Team	5408	Security	5911
Director of Student Development	5921	Snack Bar	5609
Economics Department	5334	Sociology Department	5495
Education Department	5341	Speech Communication and Theatre Arts Department	5405
English Department	5383	Sports Information	5640
Financial Aid Office	5176	Student Activities	5228
German and Russian Department	5359	Student Development	5226
Graduate School	5301	Student Government	5293
Greek Activities	5226	Student Health Service	5218
Health and Sport Science Department	5391	Student Life	5226
Health Educator	5937	Student Magazine, The	5291
History Department	5501	Student Union	5228/5230
Howler, The	5289	Summer Session	5216/5664
Housing	5663	Sundry Shop	5604
Information Desk	5255	Telecommunications	5150
International Studies	5938/5939	Tennis Center	5634
Intramural Sports	5838	Tests: GRE, MAT, LSAT, etc.	5311
Judicial Affairs	5226	Tocqueville Forum	5665
Language Laboratory	5271	Traffic	5592
Law, School of	5430	University Counseling Center	5273
Learning Assistance Program	5929	University Security	5911
Library	4931/5476/5480	University Theatre	5294
Magnolia Room	5610	Volunteer Service Corps	5290
Mathematics and Computer Science Department	5354	Wake Forest Baptist Church	5297
Media Center	5205	WAKE Radio	5129/5192
		WFDD-FM	5257
		Women's Studies	5139

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The Academic Calendar

Fall Semester 1991

August	22	Thursday	Residence halls open at 8 a.m. for first-year students
August	22-27	Thursday—Tuesday	Orientation for first-year students
August	24	Saturday	Residence halls open at 10 a.m. for transfer students
August	24-26	Saturday—Monday	Orientation for transfer students
August	25	Sunday	Residence halls open at noon for returning students
August	26, 27	Monday, Tuesday	Registration for all students
August	27	Tuesday	Opening Convocation*
August	28	Wednesday	Classes begin
September	10	Tuesday	Last day to add courses
September	24	Tuesday	Last day to drop courses
October	11	Friday	Fall holiday
October	18	Friday	Midterm grades due
November	27-		
December	1	Wednesday—Sunday	Thanksgiving recess
December	2	Monday	Classes resume
December	6	Friday	Classes end
December	9-11	Monday—Wednesday	Examinations
December	12	Thursday	Reading day
December	13, 14	Friday, Saturday	Examinations
December	16, 17	Monday, Tuesday	Examinations
December	18-		
January	12	Wednesday—Sunday	Christmas recess

*Subject to change

Spring Semester 1992

January	12	Sunday	Residence halls open at noon
January	13	Monday	Validation of registration for all students
January	14	Tuesday	Classes begin
January	20	Monday	Martin Luther King Jr. Day, no classes
January	28	Tuesday	Last day to add courses
February	(date to be announced)		Founders' Day Convocation
February	11	Tuesday	Last day to drop courses
March	6	Friday	Midterm grades due
March	7-15	Saturday—Sunday	Spring recess
March	16	Monday	Classes resume
April 17		Good Friday	Holiday
May	1	Friday	Classes end
May	4-6	Monday—Wednesday	Examinations
May	7	Thursday	Reading day
May	8, 9	Friday, Saturday	Examinations
May	11, 12	Monday, Tuesday	Examinations
May	17	Sunday	Baccalaureate
May	18	Monday	Commencement

WAKE FOREST
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